

INTERNSHIP REQUIREMENTS

NACE STANDARDS

- Clear Understanding that compensation is not expected
- Extension of the classroom, not for employee gain/benefit
- Tied to intern's formal education program
- Correspondence and accommodation of academic calendar/commitments
- Transferable skills are gained
- Defined start and end dates
- Must have a job description outlined desired qualifications
- Defined learning objectives/goals related to student professional goals
- Supervision provided by professional with relevant expertise
- Routine feedback provided from supervisor
- Resources, equipment, and facilities provided by the employer that support the objectives and goals

O'NEILL REQUIREMENTS—GRADUATE STUDENTS

- Must be admitted to the O'Neill school
- Internship must be at least 120 hours (280 for MAAA students) and directly related to academic studies
- Internship must be submitted through SPEACareers site before deadline
- Must be successfully enrolled in V585/E589/Y750 by University deadline
- Complete self-evaluation and supervisor evaluation at end of term
- Supervisor cannot be related to intern
- Location of internship is not in an area identified as 'unsafe' by US Department of State
- International students working in the US (including remotely) must have all work authorization paperwork submitted and approved before intern can begin working