



## What Qualifies as an Internship?

*An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.\**

### National Criteria for Academic Internships (a legitimate internship must meet all criteria):

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. There is routine feedback by the experienced supervisor.
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

**\*Defined by the National Association of Colleges and Employers (NACE)**

<http://www.naceweb.org/advocacy/position-statements/unit-ed-states-internships.aspx>

### O'Neill Requirements:

1. Must be admitted to the O'Neill School
2. Must meet minimum GPA and program requirements
3. Successfully completed V252/H267, for undergraduate students
4. Internship must be at least 120 hours (280 hours for MAAA) and related to academic studies
5. Internship must be submitted through ONEILLCareers site before deadline
6. Completion of all required assignments and evaluation forms
7. Supervisor is not related to intern, or another student
8. Location of internship is not in an area identified as 'unsafe' by US Department of State
9. International students working in/from the US have acquired the proper paperwork

**O'Neill School Career Hub**

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