

# INTERNSHIP CRITERIA

## Career Services at College of DuPage

College of DuPage defines an internship as “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.

### INTERNSHIP CRITERIA:

1. The experience must be an extension of the classroom: A learning experience that provides for application of 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 position 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 guidance and supervision by a qualified and appropriate employee who will assign duties to the intern that are career-related, progressive and challenging.
6. There is routine feedback provided by the experienced supervisor.
7. There are resources, equipment and facilities provided by the host employer that support learning objectives/goals.
8. The internship should be conducted in an acceptable professional location and atmosphere and should not be in an employee’s home or other work environment deemed unfit by the Career Services Center.

*~ Adapted from the National Association of Colleges and Employers*

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