

# Employer Responsibility for Hosting Interns

*Guidelines determined by the National Association of Colleges and Employers and the Department of Labor*

## CRITERIA FOR AN EXPERIENCE TO BE DEFINED AS AN INTERNSHIP

To ensure that an experience—whether a traditional internship or one conducted remotely / virtually—is educational, and thus eligible to be considered a legitimate internship per the NACE definition, the following criteria must be met:

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

If these criteria are followed, it is the opinion of NACE that the experience can be considered a legitimate internship.

## POSTING UNPAID INTERNSHIPS

These guidelines are particularly important for unpaid internships. As indicated above, if an employer opts to offer an unpaid internship, each of the above criteria must be met for the opportunity to be shared and promoted by Career Services.

## ACADEMIC CREDIT

While academic credit legitimizes an unpaid experience, to be identified as an internship, that experience must fit the criteria. For experiences that employers make available only if academic credit is awarded, the college or university's requirements in combination with the criteria determined above should be used to determine if the experience is a legitimate internship.

Lindenwood University has the right to determine the legitimacy of paid and unpaid internships in relation to the guidelines listed above.

For more information, please visit <https://www.nacweb.org/about-us/advocacy/position-statements/position-statement-us-internships/>.