



**Career Services**  
**Center for Engaged Learning, Teaching & Scholarship**  
**Quinlan School of Business Career Services**

## **INTERNSHIP GUIDELINES**

### **Internship Criteria**

All internships, including virtual internships, must clearly meet the criteria set forth by the National Association for Colleges and Employers (July 2011): The internship experience must be an extension of the classroom: a learning experience applying the knowledge gained in the classroom.

1. The skills or knowledge learned must be transferable to other employment settings.
2. The experience has a defined beginning and end, and a job description with desired qualifications.
3. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
4. There is supervision by a professional with expertise and educational and/or professional background.
5. There is routine feedback by the experienced supervisor.
6. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

There are many criteria we look at as instructors of internship courses to make sure the experience meets the expectations of an internship including that the experience will:

1. Provide the student with over 100 hours from the beginning of the semester to the end of the semester
2. Provide student with an average of 10 – 12 hours per week
3. Connect with the theme of civic professionalism
4. Connect with the student's major(s)
5. Connect with the student's professional goals
6. Be a new experience for the student and not something the student is already doing
7. Develop professional skills
8. Contribute to new learning for the student

Some experiences do NOT qualify as an internship:

1. Positions that displace a regular employee.
2. Position that are 100 percent commission based.
3. Positions that require door-to-door canvassing, cold-calling, telemarketing, or petition gathering as the primary activity.
4. "Independent contractor" relationships that require the intern to set up his/her own business to sell products, services and/or recruiting other individuals to set up their own business.
5. Positions in which the student is required to pay the employer for any part of the experience (e.g., fees for training).
6. Positions where the student is working for a family business: a family member is the primary supervisor or works at the internship site.

Please note: The list above is not exhaustive, and Loyola University Chicago reserves the right to deny any internship that raises a concern with faculty or staff members.

Private sector employers need to be familiar with the United States Department of Labor guidelines for legally offering unpaid internships, as most opportunities are actually employment that requires payment. This fact sheet produced by the United States Department of Labor provides general information to help determine whether interns must be paid the minimum wage and overtime under the [Fair Labor Standards Act](#).

### **Academic Internships**

In order for a Loyola University Chicago student to receive academic credit for an internship, the student must receive approval of the internship site and position description by a university faculty instructor and/or administrator prior to the internship experience. Please note: Schools and programs within the University may have different requirements related to the number of internship work hours required.

### **On-campus Internships**

Students with on-campus leadership positions (ABI leaders, student organization e-board, Loyola4Chicago leaders, Loyola Limited leaders, student government leaders, campus partner specific program leaders, etc.) can seek the approval for Engaged Learning credits by scheduling a meeting with the assigned instructor for the course. Approval will be granted based on the students' responsibilities in their leadership role in order to enroll in the EL course. The Campus partner will serve in the role of intern supervisor/mentor.

### **Paid and Unpaid Internships**

Loyola University Chicago supports the National Society for Experiential Education's position regarding paid and unpaid internships: ... *to favor paid work positions for students whenever pay can be arranged in work environments that have the potential for meeting the student's goals ... Credit is for what students learn; pay is for what they provide to the field sponsor. The two are neither mutually exclusive nor conflicting ...* (National Society for Experiential Education, 2011)

### **Virtual/Remote Internships**

Virtual internships are internships that are done online or remotely anytime of the year. This allows you to work on a global scale but stay local. You are placed with a company and report to a supervisor. You are in regular contact with that supervisor/team via virtual methods such as a video call, phone call, email and instant messenger. Approval of virtual internships are at the discretion of the Engaged Learning faculty member. For faculty, students, and employers, refer to guide below for detailed information regarding virtual internships.

For more resources on developing internship programs, we highly recommend reviewing the National Association of Colleges and Employers [15 Best Practices for Internship Programs](#) as well as InternBridge's [Organizational Audit for Internship Programs](#).