



UNIVERSITY of NORTH CAROLINA  
**ASHEVILLE**  
**CAREER CENTER**

## Checklist for Internships

### What is 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.

### Standards for Internships

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

- 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.
- 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.
- Prior to the beginning of the internship there are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework. At the end of the internship, there is an established process for reflection on the learning objectives established earlier.
- 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.

### Unpaid Internships

If an intern is unpaid for the service they provide to a "for-profit" private sector employer, in addition to the criteria above, the experience must meet all of the following six criteria as outlined by the U.S. Department of Labor:

- The internship, even though it includes actual operation of the employer's facilities, is similar to training that would be given in a vocational school.
- The internship experience is for the benefit of the student.
- The intern does not displace regular employees, but works under the close observation of a regular employee.
- The employer provides the training and derives no immediate advantage from the activities of the intern. Occasionally, the operations may actually be impeded.
- The intern is not necessarily entitled to a job at the conclusion of the internship.
- The employer and the intern understand that the intern is not entitled to wages for the time in the internship.

**I have read the above criteria and checked the boxes that pertain to this internship opportunity:**

Internship Site Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_