

Does Your Internship Meet RICC Criteria? | Checklist

GOAL: Your internship should be a work experience that is carefully monitored and structured. You should have intentional learning goals, active reflection on what you're learning throughout your experience and (ideally) a role that helps promote academic, career and/or personal development.

Is your internship....

- ✓ Supervised by a full-time professional staff member (who isn't an undergraduate student?)
- ✓ Supervisor offering you at least one meeting per week and ways to check in with them?
- ✓ Offering you the chance to learn about other departments, colleagues and ways to learn about the industry?
- ✓ Providing you with learning goals and objectives to meet NACE career core competencies
- ✓ Offering substantial opportunities for reflection and professional growth/development?
- ✓ At least 120 hours over a minimum of 10 weeks during one academic semester?

If your internship is any of the following, there is a strong chance that it will NOT be approved, because it will not meet the criteria above. Please email internships@echo.rutgers.edu for questions and clarifications.

- ✓ A volunteer position with a for-profit organization
- ✓ Lab research positions that are task-focused, without opportunities for shadowing, feedback and exploration.
- ✓ Positions that involve payment for participation as a research/study subject
- ✓ Positions that are paid by commission only. (Base pay + commission is acceptable)
- ✓ Positions that take place in private homes- include childcare, gardening, respite care, pet sitting, etc.
- ✓ Positions that are unsupervised – meaning that the supervisor is physically not present or is virtually unavailable
- ✓ In-person roles that take place in home offices that are not physically separated from the rest of the living space
- ✓ In-person roles where the intern doesn't have at least two other individuals present in the workspace with them
- ✓ Camp counselor positions
- ✓ Positions obtained through third-party recruiters and/or a temporary agency or Craigslist
- ✓ Multi-level marketing (MLM) opportunities as defined by our office
- ✓ Positions that require any financial or monetary investment by the student in order to begin/continue
- ✓ Ongoing part-time or full-time jobs that do not relate to student's career goals and/or do not benefit from a college education
- ✓ In-person roles that do not adhere to corresponding state's COVID-19 safety guidelines and practices
- ✓ Positions that are in organizations that have been officially established for less than six months
- ✓ Positions that are supervised by interns, peers, undergraduate student(s) or anyone other than a full-time paid employee.
- ✓ Unpaid positions that require a schedule of at least 30+ hours a week for at least 20 weeks

These aren't meant to be restrictive- they're meant to make sure that LEARNING remains the focus of your experience. You will gain the best value from opportunities by employers who value your growth, rather than just your labor.

Feel free to email internships@echo.rutgers.edu with any questions or concerns.