

Does Your Internship Meet RSSI 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.

Does your internship provide:

- ✓ 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 200 hours over a minimum of 10 weeks during the summer semester (May 31 to August 17)?
- ✓ At a Non-Profit or Service-based Government agency?
- ✓ At an organization with a Mission in service to the public?
- ✓ Provides an in-person, immersive, high-impact learning experience?
- ✓ Interns with the opportunity to learn about the challenges faced by the community served by your organization. Suppose direct community interaction is impossible (for example, confidentiality concerns). In that case, the intern must have a chance to interact with full-time employees who engage in direct service to the community.
- ✓ Which is primarily an 'in-person' experience unless the university determines a switch to remote is warranted due to health and other environmental factors
- ✓ The internship is located in a non-residential space. A non-residential space refers to designated office space, shared workspace, or separated, designated office space with a separate entrance located in a residential home.

If your internship is any of the following, there is a strong chance it will NOT be approved because it will not meet the criteria for RSSI.

- ✓ Any position (including volunteer) 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 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 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 the 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.

These aren't meant to be restrictive- they're intended to make sure that LEARNING remains the focus of the experience your organization offers.