

## Does Your Internship Meet RSSI Criteria? | Checklist

GOAL: All internship experiences offered by your organization should offer work experience that is carefully monitored and structured. You should have intentional learning goals, active reflection on what interns are learning throughout their experience. Each role should promote academic, career and/or personal development.

Your internship experience and/or organization should provide all of the following...

- ✓ Interns with the opportunity to learn about the challenges faced by the clientele served by the organization and how they might contribute to the solution.
- ✓ Direct interaction with clientele served by the organization, or a full-time employee with direct engagement with the clientele.
- ✓ The intern will be meeting with their supervisor at least once per week.
- ✓ The intern will be supervised by a full-time (30+ hours) paid employee at the organization (who isn't a consultant, third party employee or fellow intern).
- ✓ The intern will not be at the internship site alone. A full-time staff member will be present at all times at the internship site.
- ✓ The intern will receive an orientation to the organization.
- ✓ There is stability within the intern's position, meaning that this role should not drastically change at any point.
- ✓ The intern will have the opportunity to interact and learn from others within the organization. The majority of these interactions will be in-person.
- ✓ The intern will have the opportunity to ask questions and receive constructive, professional feedback (The Supervisor will participate in midterm and end-of-semester evaluations for their intern(s)).
- ✓ The intern will NOT replace a full-time role.
- ✓ The Intern will not receive an additional wage from the organization during the program. Rutgers University will provide the intern with a \$5,000 stipend in two installments to support their education and employment.
- ✓ The internship is primarily an 'in-person' experience (at least 75% in person) 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 a separated, designated office space with a separate entrance located in a residential home.
- ✓ The intern will work with your organization for at least 150 hours over the course of 10-12 weeks from late May to mid-August. Supervisors will be asked to sign off on those logs at the middle and end of the experience.
- ✓ The Internship provides clear learning objectives.
- ✓ The internship provides an immersive, high-impact learning experience with detailed job duties and responsibilities.
- ✓ Interns must have the opportunity to learn about the challenges faced by the clientele and/or community that the organization serves, either directly or indirectly through staff that do so.
- ✓ The intern will be made aware of any financial investments they are expected to make, at the time of their interview.
- ✓ Eligible organizations permanent business address must be within New Jersey, NYC Metro and Philadelphia Metro regions.

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.

- ✓ A volunteer position with a for-profit organization, or any internship at 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 take place in private homes- include childcare, gardening, respite care, pet sitting, etc.
- ✓ In-person roles that take place in home offices.
- ✓ Positions that are unsupervised – meaning that the supervisor is physically not present or is virtually unavailable
- ✓ 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
- ✓ 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