



Internship Expectations

Creating a mutually beneficial relationship

The Dolan School of Business recognizes the following as internships:

- Carefully monitored and structured work experience in which a student has intentional learning goals and reflects actively on what he/she is learning throughout the experience.
- Positions that promote academic, career and/or personal development
- Positions that may be paid or unpaid (must comply with FLSA)

(Adapted from materials published by the National Society for Experiential Education - NSEE)

The Dolan School of Business does not recognize the following as internships:

- Volunteer positions with for-profit organizations.
- Camp counselor positions.
- Positions obtained from temporary agencies or third-party recruiters.
- Positions that require any investment by the student, for instance, having to purchase equipment or products in order to earn a wage or paying for necessary training.

For-Credit or Academic Internships must adhere to the following guidelines:

Internship Content: The position must expose the student to various areas of their major or indicated focus. The internship description will be evaluated by the Director of Internships and Professional Development and the designated Department Head for content. Examples of positions generally not approved for internship credit include retail store sales clerk type positions, inbound/outbound telemarketing positions, telephone operator, office manager etc (may be approved if combined with other work or exposure).

Supervision: The intern must be directly supervised by a manager whose primary responsibilities are associated with student's designated major and/or functions in the organization.

Internship Responsibilities: An intern should not be the primary provider of any function in the organization (e.g., social media responsibilities). He/she is expected to supplement and learn from the operations of the supervisor in the organization.

Internships are meant to expose students to the functioning of an organization as well. Therefore, the experience of the supervisor and the infrastructural support and learning opportunities available to the intern are evaluated during the internship approval process.

Restrictions: Interns may not work for a relative -- either directly or indirectly, nor in any organization in which a relative is a supervisor, principal, senior executive, partner, major shareholder, or sole proprietor.

Academic Schedule: Student's academic schedule takes precedence over the internship schedule. In a regular week, students may be required to take 2-3 classes a day 3-4 days a week. Therefore, employers are requested to work around the student's academic schedule.