

## Connections Internship Criteria

**Connections** is a unique program at Saint Joseph's College providing students in their junior and senior years the opportunity to apply for funding for an internship, research project, volunteer opportunity, or study away program. We believe that these experiential programs will differentiate students from their peers when they start their careers or apply to graduate school.

### Ensuring Education Benefits for *Connections* Projects:

To align with recently interpreted legal standards for unpaid internships, the project needs to provide the student with significant educational benefits, encompass hands-on training and must complement, rather than displace, the work of paid employees. Therefore:

- Projects must contribute to a student's growth and development by providing experience in, or a different perspective on a student's field of study.
- Projects should also provide students with exposure, when appropriate, to industry, organization or subject matter leadership, trends and expertise.

### Criteria for an Experience to be defined as a Saint Joseph's College internship

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 by the National Association of Colleges and Employers (NACE) definition, 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.
- There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
- 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.

### Questions?

- Call Beth Richardson, Director of Career Development at 207-893-6636 or email [connections@sjme.edu](mailto:connections@sjme.edu)