NACE Guidelines for Internship Experiences:

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 NACE definition, all the following criteria must be met:

1. 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.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student’s academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. There is routine feedback by the experienced supervisor.
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

Criteria for Internships Conducted Remotely/Virtually for Academic Credit:

- The internship description and communication from employer should clearly state:
  - Description of intern responsibilities with clear expectations and deliverables
  - The type of training provided and how training will be provided
  - Supervision/mentoring provided including the communication plan with preferred methods of communication:
    - Number of hours the intern will be working on projects per week
    - Number of direct supervision/mentoring hours the intern will be provided per week
    - Methods of communication: Email, Phone conferences, Skype, Google Hangouts, etc.
    - Schedule/process for checking in with supervisor regarding progress reports (i.e., daily, weekly, etc.)
    - Regular meetings with a potential for in person meeting or office visit
  - Clear commitment of time and technology/tools required of intern
  - Opportunities to present work and/or collaborate with other employees