



## Academic Internship Design Worksheet

As “internships” may have different definitions, we establish the definition developed by the [National Association of Colleges and Employers \(NACE\)](#) in their [Position Statement on U.S. Internships](#) as Chapman University’s definition of an internship:

*An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.*

### Criteria for an Experience to be Defined as an Internship

To ensure that an experience is eligible to be considered a legitimate internship by the [NACE definition](#), all the following criteria must be met. Please check all that apply:

- The experience is 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 are 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.
- If this is an unpaid internship, the internship follows the guidelines outlined in the “primary beneficiary test” per the Fair Labor Standards Act ([Fact Sheet #71: Internship Programs Under the Fair Labor Standards Act](#)).
- The internship is a legitimate learning experience benefitting the student and not simply an operational work experience that just happens to be conducted by a student.

### Internship Outline

If your opportunity is not yet compliant with NACE’s definition of an internship, please use this worksheet to develop your internship.

#### Step 1: Learning Outcomes

Begin building your internship by identifying the student's projected learning outcomes. Think about the variety of industry-related skills that you expect the student to acquire by the end of the internship.

*By the end of the internship, the student will be able to...*

1.
2.



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### Step 2: Job Responsibilities and Tasks

Develop specific tasks, projects and assignments that demonstrate the student's completion of their learning outcomes.

*The student will demonstrate their learning outcomes by...*

1.
2.

### Step 3: Training and Resources Provided

Identify the specific training methods you will use to ensure the intern achieves each learning outcome. Consider any materials, assignments or orientations the student must complete as part of their onboarding or any resources provided that will allow them to learn new skills.

*To help the student achieve the proposed learning outcomes, I will...*

1.
2.

### Step 4: Plan for Supervision/Feedback

Consider the type and frequency of mentorship and feedback you will provide.

*To check-in with the student's progress in their learning objectives and development, I will...*

1.
2.

### Step 5: Job Description and Desired Qualifications

Finally, in light of your answers in steps 1-4, please create a formal job description and a list of your desired qualifications for this internship.

<i>Job Description</i>	
<i>Desired Qualifications</i>	