

Internship Posting Policies

An internship is educational work experience which provides students with the opportunity to gain career-related skills in a real-world setting. They also provide employers an opportunity to observe an intern's performance and can serve as a pipeline for future full-time talent.



Considerations for Posting Internships with Rollins College

Employers may post their internship opportunities on our career management portal, Handshake. This is also a platform to post full or part-time jobs and host events.

Compensation

Internships can be paid or unpaid, though employers who wish to post an unpaid internship must agree that their internship meets the U.S. Department of Labor's Fair Labor Standards Act.

Duration

Internships typically last for a semester, although internship employers may host longer experiences. Internships are about 15 weeks in length for the fall semester (August - December) and spring semester (January - May). They can be a minimum of 9 weeks for the summer semester (June - August).

Supervision

Supervision has a huge impact on an internship experience. Be sure to find a supervisor who enjoys teaching others about their career. This person should also be someone who has the time and commitment to meet regularly with the student to discuss professional growth.

Academic Credit

Internships can be considered for academic credit by aligning with the Internship Criteria Guidelines. Internships for credit must be reviewed, approved, administered and coordinated through the Center of Career & Life Planning.



For more information, we invite you to visit the Hire Rollins page on our website at www.rollins.edu/career-life-planning

Internships@Rollins.edu | 407-646-2195

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Internship Criteria Guidelines

In order to post your internship with Rollins College, the experience must align with the criteria below. This ensures that students experience a professional work environment that is educational in nature. Our criteria are based on guidance from the National Association of Colleges and Employers ([NACE](#)) and the National Society for Experiential Educators ([NSEE](#)).

- While an internship should be mutually beneficial for the internship site and the student, the experience must be educational in nature, a learning opportunity that allows students to apply 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 experience has a defined beginning and end, and a job description with desired qualifications and clearly defined tasks/projects.
- There are clearly defined learning objectives/goals related to student's professional and academic development. Skills and knowledge learned should be transferable.
- 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.
- Whether the internship is in-person or virtual, students are given the opportunity to observe or shadow other professionals in the field.
- Whether the internship is in-person or virtual, there are resources, equipment, and facilities provided by the internship site that support learning objectives/goals.
- Whether the internship is in-person or virtual, the internship site will keep student health and safety at the forefront. For safety reasons, students are not permitted to work out of an individual's/supervisor's home.

Non-Discrimination and Sexual Harassment

All internship employers must meet Rollins' Equal Opportunity in Employment Policy that prohibits discrimination on the basis of race, color, religion, national origin, sex, age, sexual orientation, gender identity, disability or veteran status. The Rollins College Sexual and Gender-Based Harassment and Related Misconduct Policy also prohibits sexual harassment, misconduct, and violence in various forms both on and off campus, including at internship experiences.

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