The Rollins Internship Program
Information for Employers: Virtual Internships

Virtual Internship Criteria

Internships should have a focus on the learning experience for the student, including the environment in which that learning takes place. For optimal learning, students need to be in a physical environment with individuals with whom they interact on a regular basis. They need to learn interpersonal skills, office politics, and how to navigate real-world situations. As such, virtual internships, where students work remotely, can only be approved if the following criteria are met.

1. The organization must be an established, legitimate business or non-profit, as evidenced by considerations such as physical location, website, history of offering paid employment, listed telephone number, tax ID number, etc. It is the college's discretion to fully vet any information provided by the organization.
    a. Ideally, companies/organizations operate in the same geographic areas as interns and supervisors are available for in-person meetings at least once a week.
    b. If students are not in the same geographic area as the company/organization, then students must meet in a face-to-face platform, such as Skype, Blue Jeans, Zoom, etc. with their direct supervisor at least once a week and every effort must be made to connect the student with a representative of the organization that they may meet in person on a semi-regular basis.

2. Internship supervisors provide a detailed position description with clearly defines expectations and outlines the criteria for a "successful" internship, as approved by the college's internship advisor. The internship provided must meet the criteria of a legitimate internship outlined in the Academic Internship Policies as well as the National Association of Colleges and Employers (NACE) policies:
    a. The experience must be an extension of the classroom: a learning experience that allows for applying 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.
    b. The skills or knowledge learned must be transferable to other employment settings.
    c. The experience has a defined beginning and end, and a job description with desired qualifications.
    d. There are clearly defined learning objectives related to the student's professional goals.
    e. There is supervision by a professional with expertise and education and/or professional background in the field of the experience.
    f. There is routine feedback by the experienced supervisor.
    g. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

3. The organization should make the virtual intern a part of regular operations as much as possible; for example, including them in face-to-face opportunities such as company meetings or client visits.
    a. Provisions should be made for students to interact with other professionals besides their supervisor through activities such as field work or networking events.

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4. The organization's internship mentor/supervisor must provide student with regular oversite.
   a. Internship supervisors must provide students access to the company intranet or virtual workspace on a server, online project management tool, or document-sharing tool. This may include Office 365, Google Docs, etc. to allow supervisor to access and monitor students' work on a consistent basis.

5. Internship supervisors require students to submit daily e-mail reports regarding hours worked, challenges or problems encountered, actions completed, and any questions they may have.
   a. Students should be able to provide a faculty advisor or internship professor with the outputs of their internship; for example: written materials produced, analyses completed.

** Please note: For safety and liability reasons, students are not allowed to intern out of individual's private homes