Internship Criteria for On-Campus Internships: ADDENDUM

- Students should submit a resume or application and be interviewed for the internship position.
- Students must be exposed to and prepare for a professional-level career field through the internship position.
- At least 25% of the intern’s tasks and projects must be related to interactions with individuals outside of the Rollins campus community.
- Students should be supervised by a full-time exempt staff member.
- Students must wear at least business casual dress to the internship (no shorts, jeans, flip-flops, etc.).
- Students may not work on school assignments during their internship hours.
- Students cannot hold a campus leadership position while interning for a department that oversees that same leadership position.
- Students cannot hold a position as a work-study student in the same department in which they are interning.