The Rollins Internship Program

**Internship Approval Instructions**

**Needed only if internship has not been pre-approved by Career & Life Planning**

How to Submit an Internship Posting for Approval Through Rollins College

1. Review the Internship Posting Policies page on the Rollins Employer website, including the Rollins Internship Criteria.

   In general, the internship should provide:
   
   - activities and projects which are professional rather than administrative
   - development of new skills and increasing responsibility
   - an overview of several departments or an in-depth look at one department
   - opportunities to observe and work with professionals, such as attending meetings with staff or clients
   - an on-site supervisor with a professional background in the career field represented by the internship who
     provides orientation, training, and professional guidance
   - an office space, desk or consistent and designated area for the intern to work while at the site

   **TIP:** In the Description field, please include specific information regarding the intern’s daily tasks and anticipated projects. If the position description is too general, this will delay the position being approved for academic credit

2. After reviewing the Internship Posting Policies, you can submit the position for approval via Handshake by going to the Post a Job or Internship page on [www.rollins.edu/employers](http://www.rollins.edu/employers).

3. All internship postings are held as “pending” in Handshake until they can be reviewed and approved by a Career & Life Planning staff member (Internship positions are not automatically posted for student viewing).

**Once the internship has been reviewed, you and the student will receive an e-mail from Career & Life Planning letting you know if the position has been approved to receive academic credit from the college or if additional information is required**