

Faculty/Staff Guide to Ethical and Legal Standards in Student Hiring



As faculty and staff of the College, you frequently play a key role in assisting students seeking jobs and internships and in helping employers (many of them alumni) access our students to fill positions.

To make sure college faculty and staff outside of career services offices are aware of the "rules of the game" as defined by employment law, the National Association of Colleges and Employers (NACE) has prepared [A Faculty Guide to Ethical and Legal Standards in Student Hiring](#). Please review this article and to feel free to contact CCS with any questions you might have.

NACE Definition and Criteria for U.S. Internships

NACE Definition: 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.

NACE Criteria Internships: To ensure that an experience—whether it is a traditional internship or one conducted remotely or virtually—is educational, and thus eligible to be considered a legitimate internship by the NACE definition, all the following criteria must be met:

- The experience must be 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 must be 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 these criteria are followed, it is the opinion of NACE that the experience can be considered a legitimate internship. To review the NACE Position Statement on U.S. Internships in its entirety, please [click here](#).