

## Criteria for Approval of Internship Site/Internship Placement Responsibilities

1. The employer must submit a job description outlining job responsibilities, reporting relationships, and time/date expectations. Internships can be paid or unpaid. Compensation for parking or other benefits can be offered. Employers can contribute to tuition payment in the summer, if appropriate.
2. Interns must report to qualified on-site supervisors in the student's area of study. A communication professional is preferred.
3. Supervisors/organizations must guarantee that internships conform to all applicable Federal laws requiring the hiring of interns.
4. Intern should have access to appropriate computer technology. The use of university cameras or other equipment is not permitted.
5. Intern should have access to a bona fide workspace with appropriate computer technology. The use of university cameras or other equipment is not permitted.
6. On-site Internship areas must be clean, safe, and secure business environments. Due to the COVID-19 crisis, interns can work remotely from their home, a business office or an off-site place of business. Students cannot work in a supervisor or employee's place of residence.
7. All internships require an Internship Agreement form to be signed by the student, the internship supervisor, and the appropriate university officials.
8. Supervisors must agree to file timely mid-term and final internship evaluations on the intern.
9. Placement supervisors must agree to and help set up an onsite or virtual meeting with the student intern, the supervisor and the student's faculty internship advisor near the end of the internship.

Please sign below:

I, \_\_\_\_\_(name of supervisor), agree to follow the guidelines as stated above in order to be approved as an internship placement site.

\_\_\_\_\_ (date)