

INTERNSHIP CRITERIA

An internship is a form of experiential learning that integrates classroom knowledge with practical application.

Criteria include:

- extension of the classroom
- transferable skills
- routine feedback & supervision
- a minimum of 80 or 160 work hours for 1 or 2 credits, respectively
- defined start & end dates
- clearly defined goals
- company provided resources
- a supervisor with a background & expertise in communications

The criteria are based on guidelines provided by the National Association of Colleges and Employers (NACE) and Elon University.

SUPERVISOR RESPONSIBILITIES

Supervisor will:

- verify internship hours completed as outlined in work agreement
- provide a robust learning experience for intern, including access to equipment and technology needed
- review and discuss the intern's learning goals
- provide on-going, meaningful and timely feedback
- explain confidentiality within the context of the internship
- provide an overview of the office, professional expectations and any policy information that the intern needs to be aware of
- complete an end-of-term evaluation of intern's performance and provide a grade
- notify the Internship Director if there are any performance or professional conduct concerns

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