

Thank you for your interest in hosting AIC students as interns. Below are key criteria to ensure a legitimate internship and an overview of the requirements for students in the School of Business, Arts & Sciences (BAS).

## What Is an Internship?

An internship is an experiential learning opportunity integrating academic knowledge with practical application. To qualify as a legitimate internship, the National Association of Colleges and Employers (NACE) recommends the following:

1. **Real-World Learning:** The experience must provide practical, hands-on opportunities, not replace the work of regular employees.
2. **Transferable Skills:** Interns should gain skills and knowledge that can apply to various professional contexts.
3. **Defined Structure:** Internships must have a start and end date and align with institutional timelines.
4. **Clear Responsibilities:** A written position description should outline duties, required/desired skills, and qualifications.
5. **Learning Objectives:** Goals must support the intern's academic and career development.
6. **Professional Supervision:** A qualified supervisor must provide mentorship, feedback, and resources.

## AIC Student Internship Requirements

For BAS students, **internships must be related to the student's major** and extend classroom learning into a professional setting. The key requirements include:

- **Credit and Hours:** A *minimum* of 126 hours (approximately 9-11 hours per week for 12-14 weeks). Summer internships must span *at least* 8 weeks.
- **Position Description:** Employers must provide a detailed job/project outline (see page 2 for template). We are happy to assist you with this process.
- **Learning Outcomes:** Developed in coordination with the student's faculty advisor, these generally focus on skill development, career exploration, personal improvement, and/or academic enrichment.
- **Evaluation:** Midpoint and final evaluations using AIC-supplied forms are required.

## Why Should Employers Offer Internships?

There are numerous benefits to employers for hosting students as interns, including:

- Acting as a recruitment pipeline
- Enabling skill assessment
- Fostering cultural fit evaluation
- Providing cost-effective hiring
- Supporting workforce diversity through equitable access for students

**For questions or assistance, please contact the Saremi Center for Career Development at:**

 [Saremi.Center@aic.edu](mailto:Saremi.Center@aic.edu)  413-654-1411

## Position Title

### About Us:

The best job descriptions provide a few sentences that will introduce prospective interns to your organization and work culture. This is where you can sell your opening to job seekers and set yourself apart from competing job listings. You can also highlight any of the benefits that set your organization apart, such as specific training opportunities or contact with upper management. Potential interns may also want to know details such as team size, supervisor-to-intern ratios, and work environment.

### Description & Duties:

Provide a brief description of the role or specific project with which the intern will be tasked. Include specific job duties/responsibilities below.

- Job duty # 1
- Job duty # 2
- Job duty # 3
- Job duty # 4

This is also the place to include information about the experiential learning opportunity for students, i.e. how the internship provides hands-on, real-world experience by engaging students in meaningful tasks and projects that directly contribute to your organization's goals and the development of industry-relevant skills and competencies. This statement should emphasize the practical, applied nature of the work and highlights the value it adds to both the student's education and the organization, with the intention of qualifying it as a legitimate internship.

### Work Hours & Location:

- Start and End Dates: If unsure of specific dates, you may list the term, e.g., Fall, Spring, or Summer.
- Work Schedule: State the days and hours the student will be expected to work, as well as the approximate # of hours per week.
- Work Location & Setting: Indicate on-site, remote, or hybrid. If any travel is required, please include details about where, when, and the frequency.

### Qualifications / Skills:

Try to indicate which qualifications are required versus preferred.

- Specific hard skills
- Specific soft skills
- Specific industry experience or knowledge
- Specific interests

### Education / Training:

- State in which year of a college program the intern should be enrolled (Junior, Senior, other)
- Indicate the major(s) or program in which the intern should be enrolled

### How to Apply:

Instruct applicants how you would like them to apply, e.g., submit an online application via a job posting or website, or email a resume, cover letter, and supporting documents to a specific person at your organization. Include the application deadline, if any.