

At Jacksonville University, we seek internship opportunities that will:

- ***Develop Specific Skills: Critical thinking, Communication, Teamwork & Diversity***
- ***Promote a Safe Work Environment: The internship site shall be responsible for providing the intern with a safe work environment. For safety reasons, interns are not allowed to work out of individuals' homes, and door-to-door canvassing/sales is specifically prohibited.***

For academic credit internships, students will need the following information in order to complete their part of the internship request.

**Employer Information:**

- *Organization Name*
- *Location (City, State)*
- *Industry*
- *Supervisor Name*
- *Supervisor Email*
- *Supervisor Phone Number*
- *Internship Title*

**Job Information:**

- Department
- Dates of Experience
- Offer Accepted Date
- Handshake Job ID Code (for internships currently posted in Handshake)
- Internship Description (for internships NOT posted in Handshake)



Jacksonville University adheres to the national standards for internships set forth by the National Association of Colleges and Employers (NACE) and will review internship requests accordingly. These standards are:

- ***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.***