

Recruiting Interns and Co-Ops

Employers recruiting interns and co-ops must abide by all policies including the criteria set forth by the National Association of Colleges and Employers (NACE). To ensure that an experience—whether it is a traditional internship/co-op, 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:

1. 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.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. There is routine feedback by the experienced supervisor.
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

Also note that for any internship or co-op considered for credit bearing purposes at Rutgers University, it is the student's responsibility to have the internship/co-op duties, learning outcomes, or goals vetted by their respective academic department. Students will need to check with RBS, CES, CDC, OCM regarding any unpaid or stipend internship opportunities for credit. Unpaid co-op positions will not be approved for credit! Please note that internships/co-op positions for credit must not involve more than 20% clerical work.

Internships/Co-ops with for-profit companies should be paid at least minimum wage. For-profit companies offering unpaid, stipend, and/or internships that require credit must uphold the Department of Labor's Fair Labor Standards Act Internship Fact Sheet #71 (<https://www.dol.gov/agencies/whd/fact-sheets/71-flsa-internships>) 7-factor "primary beneficiary test".