

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.***