



## Career Services

### Career Planning & Resources Position Statement on U.S. Internships

The topic of internships (e.g. for-profit vs. non-profit sector, paid vs. unpaid, and academic credit eligibility) continues to surface in the media. The Office of Career Services at Harvey Mudd College uses the definition and terms provided by the National Association of Colleges & Employers (NACE)

**An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting.** Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths, and give employers the opportunity to guide and evaluate talent.

Sharing a common definition helps establish consistency across fields and safeguard students as much as possible. In brief, there are seven standards used to define an internship.

An internship should include:

1. A clear learning component, an “extension of the classroom.”
2. An opportunity to gain transferrable skills.
3. A defined time frame (beginning and end) and job description with specific qualifications.
4. Clear learning objectives (that relate to course work, if considered for academic credit).
5. Professional supervision (mentorship) by someone with experience in the field.
6. Routine feedback from the supervisor.
7. Resources material support from the employer.

You can find the complete position statement of U.S. Internships offered by NACE on their website, including legal restrictions set forth by the Fair Labor Standards Act. If you are working with or advising students on the issue of internships and have additional questions, please contact the Office of Career Services at (909) 621-8091 [career\\_services@hmc.edu](mailto:career_services@hmc.edu).