College of Charleston Virtual Internship Policy

If a virtual internship is offered by a prospective internship site, the following must be in place:

I. The organization must be an established, legitimate business or non-profit, as evidenced by considerations such as a physical location, website, history of offering paid employment, listed telephone number, tax ID number, etc.

II. The organization must agree to offer an internship that meets the criteria of a legitimate internship as outlined by NACE, the National Association of Colleges and Employers:

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 related to the student's professional goals.

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.

III. The organization's internship site mentor must provide the student with regular supervision, mentoring, and feedback. In a virtual internship, this will include:

- Use of a company intranet or virtual workspace on a server, or an online project management or document-sharing tool, such as Office 365, Google Docs, or a similar program. This will allow the supervisor to go online and monitor the work which is to be completed. The work is stored in the "cloud," not on a single PC, so it is always available to those who need it.

- A weekly virtual meeting on Skype, GMail video chat or a similar technology. This meeting will be used to provide more personalized feedback to the student and correct any issues.

- If the virtual internship is in the local area (a reasonable drive from campus), the employer needs to meet with the student in a public place (e.g., coffee shop, restaurant) once a week. This face-to-face meeting is a time for project planning, review of progress made, feedback, and mentoring.

- The organization should make the virtual intern a part of regular operations as much as possible; for example, including them in face-to-face opportunities such as company meetings or client visits.