

## Does my Student Employment Opportunity Qualify as an Internship?

**Purpose:** This checklist is designed to help supervisors evaluate whether their student employment positions meet internship criteria. This should only be used for hourly student assistant positions, using the standard hiring process and a working title of intern.

### Checklist

#### Learning Objectives

- Is the position designed specifically to be a learning and growth opportunity?
- Are there clearly defined learning goals or outcomes?

#### Supervision & Mentorship

- Will the work of the intern reflect the professional activities of their supervisor or other professional staff?
- Does the supervisor provide ongoing support, guidance, and feedback to aid in the professional development of the intern?

#### Skill Development

- Does the role involve developing industry-specific or transferable skills?
- Are students given opportunities to apply classroom and/or industry knowledge?

#### Structure

- Is there a formal training or onboarding process?
- Are the majority of the tasks substantive and professional?

#### Reflection & Evaluation

- Is the student required to reflect on their experience?
- Is there a formal evaluation process at the end of the experience?

If you answered **yes** to all of the above, you are ready to hire an intern!

If you answered **no** to any of the above, your position might need some adjustments before it qualifies as an internship. Please check out resources here or reach out [studentemployment@colorado.edu](mailto:studentemployment@colorado.edu) for support!