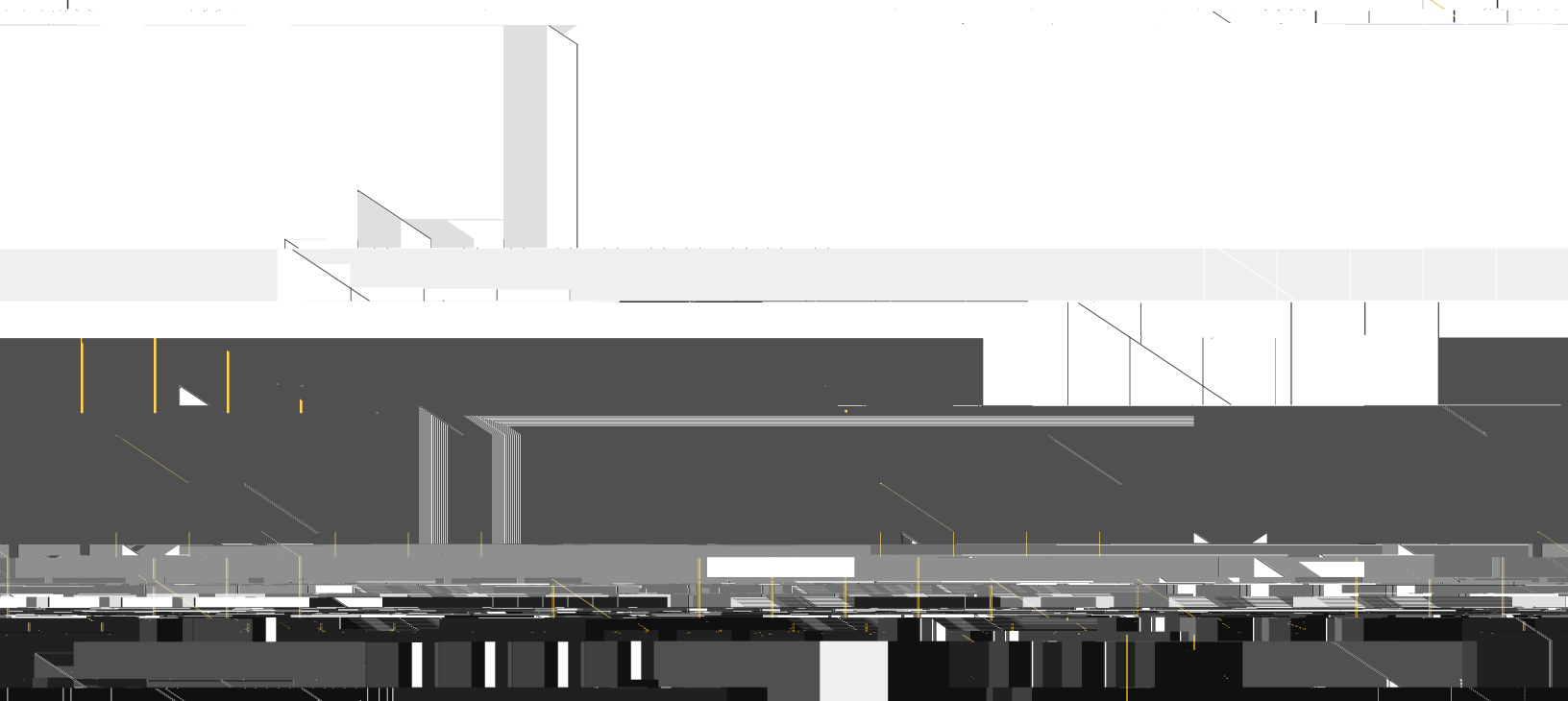


Position Description Component is 1 Change

Don't rely solely on your organization's history or brand to recruit for you. Focus on what the job needs to be in light of the organization's current needs and long-term objectives. Be specific. For example:

<b>Too General</b>	<b>Specific</b>
Computer literate	Proficient with Microsoft Word, Excel; QuickBooks
Good communication skills	Ability to communicate technical information to non-technical audiences



## **Frequently Asked Questions (FAQs)**

### **Who approves internships for academic credit?**

Academic department faculty – NOT the Career Center – approve internships for credit. Including the components below will not always ensure that your internship is approved for academic credit.

### **How do I ensure my internship can be approved for academic credit?**

- Criteria differ slightly by academic major. Contact the major's [faculty internship coordinator \(PDF\)](#) for specific criteria, which typically involve years in business, supervisor's title & experience, number of hours completed, and students' learning outcomes.
- Students are responsible for knowing their major's criteria and should review this with you.
- Students are responsible for providing you with forms to be completed and submitted to faculty to ensure academic credit.

### **What should I include in my position description to help meet criteria?**

- Include the supervisor's title in the position description.
- DO NOT "offer" credit in the position description, or list it as a compensation. Instead, we suggest including "The employer and supervisor will work with the intern and university academic departments to provide an experience that meets criteria for academic credit."
- Include detailed information on mentoring, learning, goals and outcomes in the position description.

### **What legal standards does the Career Center follow?**

- The Career Center adheres to the National Association of College and Employer (NACE) position [statement on internships](#) based on criteria outlined by the U.S. Department of Labor.
- A job description generally is regarded as a legal document. Any reference to race, color, religion, age, gender, or gender identity, national origin or nationality, or physical or mental disability is illegal.