



Checklist for Internship Credit/Stipend Eligibility

Please use this checklist when considering opportunities for internship placement to determine whether an experience meets [Wellesley College institutional standards](#). All items must have a “Yes” answer to reliably be approved for a stipend or the summer internship credit.

Y/N	Does the experience...
	<p>...have a defined beginning and end and meet our timing requirements?</p> <ul style="list-style-type: none"> ● For summers (May through August), will the experience offer full-time hours (35 hrs/wk) for a minimum total of 300 hours during the period? ● For wintersession (January), will the experience occur outside of the fall and spring terms?
	<p>...provide direct professional supervision from someone appropriately qualified in the area of the work being performed? Does this person have prior supervisory experience, share a common spoken language with the student, and work on-site?</p>
	<p>...have a clear job description and outline reasonable expectations? Does it include required areas of skill or knowledge, such as language proficiency and any technical skills needed to function on a daily basis (both inside and outside of the organization)? Does the organization restrict the scope of their work by the limitations of their own and the students’ expertise?</p>
	<p>...support the student’s career development and complement academic learning? Will the student be exposed to relevant cultural and current issues and events? Will the student gain skills and develop competencies transferable to other settings?</p>
	<p>...allow for open communication between supervisors, Wellesley College staff, and the student? Can staff reliably contact the student and/or organization in the event of problems or emergencies?</p>
	<p>...provide appropriate equipment, facilities, and resources (i.e. on-site physical space, access to appropriate technology, licensed staff) to complete their assigned duties and responsibilities? Does it provide an appropriate orientation and any other necessary training to perform any outlined duties and responsibilities?</p>
	<p>...comply with international, employment, and government laws, including all applicable regulatory bodies? Are all necessary licensure, accreditation, and/or certification(s) valid and up-to-date?</p>
	<p>For students requiring work authorization (i.e. international students with F-1 or J-1 visas seeking U.S. internships): Can I directly relate the internship or research to my intended or declared major or field of study?</p>
	<p>For students seeking experiences outside of the United States: Does the experience take place in a country without restrictions on travel? Some locations may be prohibited or require institutional petition. Please refer to the Wellesley College Student/Alumnae International Travel Policy for more information.</p>