

Red Rocks Community College Criteria for Approving Internships

The criteria below ensure that Red Rocks Community College students have access to high quality learning experiences that integrate academic knowledge and internship experiences in professional environments.

All positions must meet the following criteria:

- The position must be a learning experience directly related to an academic field of study available at RRCC.
- The company/organization must have a tax I.D. number, and preferably be located in commercial space.
- Businesses based out of a home will be considered on an individual basis. When possible, students may intern remotely, communicate regularly with the supervisor by phone or email and meet weekly with the supervisor in a public location.
- An experienced professional with expertise in the content area of the internship must be assigned to supervise/mentor the intern. This person trains the student as needed, monitors and evaluates student's internship performance.
- Interns are not expected to perform tasks that the staff does not have the skills to perform (e.g. create a web site or data base).
- Workers Compensation: All interns are required to be covered by Workers Compensation. Employers provide Workers Compensation for paid interns. RRCC provides Workers Compensation for unpaid interns enrolled for internship credit.
- Liability: Employers are required to provide liability insurance for all paid interns. Employers who hire interns in the skilled trades (e.g. water quality, solar, HVAC) are required to provide liability coverage for paid and unpaid interns.

Experiences that DO NOT qualify as Internships:

- Commission-based positions.
- Positions in which the intern displaces a regular employee.
- Positions that require the intern to use a personal car for internship business.
- Unpaid positions that exceed 20 hours per week. 10 hours is the norm.
- Positions that require extensive door-to-door canvassing, cold-calling, or petition gathering.
- "Independent contractor" relationships that require the intern to set up his/her own business.
- Telemarketing positions.
- Positions in which the student is required to pay the employer for any part of the experience (fees for training, etc.).
- Some businesses that are based out of a home. Check with the internship office.

Note: *Final approval of internships is at the discretion of Red Rocks Community College.*