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| **Statement** | **YES** | **NO** |
| **General Guidelines** |  |  |
| 1. Meets 6 week minimum |  |  |
| 1. Meets 240 hour minimum |  |  |
| 1. No more than 40 hours/week |  |  |
| 1. Paid less than $12.50/hr and any compensation is clearly defined (No commission based experiences). |  |  |
| 1. Student didn’t indicate a previous fellowship |  |  |
| **Organization Eligibility** |  |  |
| 1. Not an international 3rd party provider unless a UR approved organization |  |  |
| 1. One organization and continuous experience |  |  |
| 1. Organization is not the University of Richmond |  |  |
| 1. Organization is not owned or supervised by family member |  |  |
| 1. For Profit Organization is not owned or supervised by UR faculty or staff member |  |  |
| 1. Student is not supervised by a current UR student |  |  |
| 1. Organization is not the student’s own business |  |  |
| 1. Experience must meet NACE criteria to be defined as an internship <https://www.naceweb.org/internships> |  |  |

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| **Application Materials** |  |  |
| 1. Quality Resume (Does not need to meet chronological resume rubric) |  |  |
| 1. Positive Recommendation (Recommender believes the student has the capabilities to successfully complete the internship) |  |  |
| 1. Student clearly articulates how interning for their chosen organization will further their career goals |  |  |

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| 1. Student shows progress towards securing an internship and has clear plan if one is not already secured. Student does not indicate paying a fee or working with an organization to secure their experience |  |  |

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| 1. Student has a strong idea of the tasks and projects they will work on/hope to work on and they are tasks that a supervisor can evaluate (cannot be majority shadowing or vague volunteering) |  |  |

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| 1. Student articulates at least 3 concrete, measurable goals. At least one academic goal references specific UR courses and one is linked to a career goal) |  |  |

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| **Remote Guidelines** |  |  |

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| 1. Student clearly outlines the training they will receive |  |  |
| 1. Student outlines a meeting schedule with their supervisor (at least one a week) |  |  |

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| 1. Students articulate opportunities to collaborate with others |  |  |

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| **Decision** | **Award** | **Decline** |

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