

How do I advertise an available internship with the Clemson Art Department?

Before advertising an available internship, potential hosts should carefully consider their obligation to the student to provide a valuable in-field learning experience. The United States Department of Labor outlines the following criteria as a test for unpaid internships:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff;
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
5. The intern is not necessarily entitled to a job at the conclusion of the internship

Reference: www.dol.gov/whd/regs/compliance/whdfs71.htm

Your internship description should include the following information:

- Position Title
- Position Summary (including start and end dates)
- Position Duties and Responsibilities
- Qualifications (desired hard and soft skills, software familiarity, education, valid driver's license, physical demands, etc.)
- Organization Information
- Mission and/or general information about what your organization does
- Contact information
- Compensation (paid or unpaid)
- Directions for how to apply, including desired documentation, contact information, and application deadline