

Internship Site Guide

Information & Resources for Employer Partners

The Career & Experiential Learning (CXL) team at Curry College is grateful for our internship site partners who support students in gaining meaningful, real-world experience. This guide outlines key expectations and support structures to help ensure successful internship experiences for students and employers.

Internship Overview

Curry College students engage in internships through multiple pathways, including academic credit-bearing internships, non-credit summer internships, and short-term micro-internships. Across all formats, internships are designed to help students apply classroom learning in professional settings while building career readiness skills.

Some students may also participate in the [Curry Commitment Program](#) (CCP), a four-year career readiness initiative focused on developing professional competencies through experiential learning, including internships.

Host Site Requirements & Supervisor Expectations

To ensure a successful internship experience, host employers are expected to provide both structure and meaningful professional engagement.

Required elements:

- Assign a dedicated site supervisor to oversee and support the intern
- Establish a clear schedule, including start and end dates
- Provide meaningful, educational work aligned with the student's field of study
- Ensure appropriate supervision and communication throughout the experience

Strong internship practices include:

- Providing defined projects, responsibilities, and learning opportunities
- Offering regular feedback and guidance to support student development
- Including interns in relevant meetings, team activities, or professional experiences
- Supporting skill development related to career readiness competencies
- Completing an end-of-internship evaluation or providing performance feedback

Credit-Bearing Internship Structure

For internships completed for academic credit:

- Students are supported by a faculty internship coordinator who helps establish learning goals and academic expectations
- Interns typically work 10–12 hours per week (approximately 110–120 total hours per semester)

Roles & Support

Role	Responsibilities
Site Supervisor	Provides supervision, meet regularly with the intern, and complete a final evaluation sent by CXL.
Faculty Supervisor (credit-bearing internships only)	Supports learning goals, academic integration, and periodic check-ins with the student and site supervisor.
Student Intern	Engages in assigned work, communicates goals and progress, and participate in reflection or assigned learning activities.
Career & Experiential Learning (CXL)	Serves as the liaison between Curry and the site, provides support, and facilitates internship processes and evaluations.

Paid vs. Unpaid Internships

Some internships may be unpaid. For-profit organizations should review [U.S. Department of Labor guidelines](#) to determine whether compensation is required. Key considerations include:

- The internship should primarily benefit the student through structured learning
- Interns should not replace regular employees
- The experience should include supervision and training
- There is no guarantee of employment at the conclusion of the internship

Learn More

[Internship Program & Student Experiences Spotlight](#)

[Curry Employer Partner Resources](#)

[NACE Internship Resources](#)

Contact Career & Experiential Learning (CXL)

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