

Posting an Internship with Eugene Lang College

Eugene Lang College regularly accepts internship listings from employers, both paid and unpaid.

To post an internship please download and complete our [Intake Form](#). The employer should provide contact information, an indication of paid/unpaid, a description of the organization and duties for the internship offered, any special skills required, and the deadlines and process for applying. The submissions are reviewed by the Lang College Internship Program.

Approved internship listings are then posted on our searchable database located at <http://www.newschool.edu/lang/internships.aspx>, in addition to on our Facebook page, <https://www.facebook.com/elcinterns>. For sponsored internship opportunities with our partners, such as Museum at Eldridge Street or New York Historical Society, we have conducted more extensive efforts through targeted outreach to students and faculty in relevant departments.

If an employer would like to discuss posting a full-time employment position, we refer them to the Office of Career Development at careers@newschool.edu. If an academic department or faculty member would like to post an on-campus student position, such as a research assistant or website development, we refer them to Student Employment/HR. We have not posted survival jobs or volunteer positions, though may share information about volunteer opportunities informally with Civic Engagement & Social Justice.

Internship Criteria

All internships approved and registered through the Eugene Lang College Internship Program (including internships, externships and fieldwork) must:

- Involve useful work related to the student's areas of interest and enhance their educational experience at Lang.
- Be performed under the direct supervision of a professional. Continuous mentorship throughout the semester is crucial to the success of an internship.
- Participate with the intern to craft a Learning Agreement and perform a Mid-point evaluation, to ensure that learning objectives are being achieved, and a Final evaluation at the end of the internship.
- Submit monthly time sheets that document the intern's hours on site.
- Meet the requirements stipulated on the Internship Proposal form, such as those outlining work hours, start and end dates, and the intern's responsibilities.
- Last a minimum of 12 weeks for the spring and fall semesters, 8 weeks for the summer session (assuming a minimum of 60 hours). Note internships should likewise not exceed 225 total hours per semester, or expect a full-time schedule of weekly hours from the intern.
- Use the Adobe Reader V8.0 or above to complete Internship Program forms

Internships cannot:

- Require students to work from home in a "virtual" office location with the student telecommuting. Interns are expected to be working in a professional office environment
- Require students to make initial investment or purchase of products
- Commission-based only positions are not considered internships
- Require students to spend more than 25% of their time cold-calling
- Require signature on a hold harmless or similar agreement

For further information or inquiries please contact elcinterns@newschool.edu