PURPOSE:
AN INTERNSHIP TOOLKIT TO HELP ORGANIZATIONS DEVELOP TOMORROW’S TALENT
The number one resource every company needs is great talent. In Broward County, there are many options for local companies to grow and sustain the talent pipeline.

This toolkit offers all the steps needed to plan and execute an exceptionally high quality internship program that will bridge the skills gap and develop tomorrow’s talent.
In 2015, The Manpower Group conducted its tenth annual survey on the global talent shortage and its impact on the job market. In the results, 48 percent of industry executives cited an absence of technical skills as the most significant barrier to filling open job positions, but 44 percent felt the skills gap was due to the lack of important soft skills like communication and critical thinking.

Broward College has worked to redefine higher education in order to provide employers with a highly-skilled workforce, but education is only part of the equation. When businesses offer quality internship programs, students have the opportunity to use knowledge and theory acquired in the classroom while learning valuable soft skills.

Businesses with interns benefit as well. Interns can revitalize an organization bringing an infusion of fresh ideas and new methodologies, impart a youthful energy into the work environment, and represent much-needed support for increased productivity. In addition, many businesses find internship programs a useful tool in discovering talent for future hires.

South Florida can resolve the skills gap and build a highly educated, skilled workforce when its employers, educators, and community leaders work together to support a strong Broward County economy. In collaboration with Broward Workshop, CareerSource Broward, the Greater Fort Lauderdale Alliance, and other post-secondary educational institutions, Broward College developed this toolkit in order to offer businesses a step-by-step guide for implementing an internship program.

Please contact the Broward College team at (954) 201-7812 to get started.

Sincerely,

J. David Armstrong, Jr.
Broward College President

To Our Valued Community Members

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WHAT IS AN INTERNSHIP?

A high-quality internship is a paid, pre-professional learning experience which offers meaningful, practical work experience related to a student’s field of study or career interest and a chance to learn new skills.

Research shows that 85 percent of companies use internships and similar experiential education programs to recruit for their full-time workforce.

*Source: career-advice.monster.com

What are the benefits?

**For Employers**

- Internships help build relationships with specific schools and career centers to create a pipeline of skilled talent for future recruitment.
- Internships extend the interview process and evaluate skills, work ethic and assimilation into the culture.
- Internships are an excellent way for employers to give back to the communities they service by allowing experienced professionals the ability to share their skills and cultivate the next generation of leaders in their field.
- Internships are a great way to test drive talent and increase employee retention rates.

**For Students**

- Internships provide an opportunity to discover whether a career path or field of study is a match.
- Internships help obtain valuable experience, gain specific field-related exposure and make important connections for the future.
- Internships help students develop the soft skills necessary for success in today’s work environment.
- Internships offer an opportunity for summer income.
- Most importantly, an internship can lead to a full-time position.
The skills gap is a serious problem in today’s job market. Businesses lose $14,000 on average for every job that stays vacant for three months or longer.

*Source: careerbuilder.com

**5 EASY STEPS TO IMPLEMENTING YOUR INTERNSHIP PROGRAM**

- Assess & establish goals for the internship program
- Develop the internship opportunity
- Recruit a qualified intern(s)
- Manage the intern(s)
- Conduct exit interviews and follow-up
1. Do you have difficulty finding qualified new employees?

2. Does your organization require skills or talents that are typically not learned in the classroom, such as:
   - Software or hardware skills
   - Research or process skills
   - Client or customer interaction

3. Do you have new company initiatives that would be a good fit for an intern?

4. Will existing resources, equipment, and accommodations be sufficient for the intern?
   - Do you have available workspace and parking?
   - Will you need to purchase software or equipment?

5. Do you have appropriate personnel to oversee interns?
   - Depending upon the type and size of the business, interns may report directly to the owner, manager, or to another individual in the organization
   - For more than two interns, consider assigning an intern coordinator to manage activities
   - Each intern will report to their individual supervisor or mentor

### Paid Internships

Compensation offered is influenced by many factors including industry, workforce needs and other company-specific criteria. Practical considerations weigh heavily in favor of providing paid internships including:

- Employers are encouraged to compensate interns fairly.
- An internship should be viewed as a valuable investment in building a pipeline of talented, young professionals.
- Paid internships result in more beneficial work production than course credit based internships.
- Offering paid internships will help make the organization more competitive and aid in attracting a broad pool of high quality candidates.
- Pay makes it easier to place expectations on, and require specific deliverables, from interns.
- Interns classified as employees, according to the Fair Labor Standards Act, must be paid at least minimum wage.

### Course Credit

Varying stipulations apply to offering academic credit. Each school has individual requirements for employers regarding course credit. Employers should contact the career center offices at the institution in question to determine internship requirements and assistance. (see page 26 for contact information)
Every intern position needs a job profile. A good job profile outlines responsibilities, qualifications, system of support, accountability, and how to measure successful performance. All positions should tie directly to the mission and objectives of the organization.

1. **What are some of the intern’s daily duties?**
   Every intern should be provided with a list of basic duties.

2. **Is there a special project the intern will be asked to work on?**
   It is important for interns to understand and participate in the day-to-day operation of the organization, but when the opportunity is available, the employer should create a “special project” that is relevant and can be accomplished during the internship. Employers should seek projects which use the talent, skills and enthusiasm of the intern such as research projects or in-depth analysis regular employees may not have time to tackle.

3. **What skills or level of education will be required?**
   The employer will determine the criteria necessary to perform the job duties, including course requirements, grade-point average and preferred majors.

4. **Who will supervise/mentor the intern?**
   Choose someone who can provide daily guidance and support to manage the intern.

5. **How will the intern interact with other employees?**
   The internship should allow students to get an understanding of the organization’s operations. Interaction enhances both the intern and the employee experience.

6. **How will the intern performance be evaluated?**
   A midpoint and end-of-internship review is important for the student to learn from their experience. If the student is receiving course credit, ask if the college/university requires a specific review form.

7. **How much time will the intern be expected to work per week?**
   It is important to set clear expectations. Will the intern work during a semester or the summer? Will they work during the regular work day, or after hours?

8. **What will the intern be required to wear?**
   Provide specific details on acceptable dress in your organization (e.g. no jeans, shorts, tank tops, etc.).
SAMPLE INTERNSHIP POSITION QUESTIONNAIRE

Interested in implementing an internship program? This form will aid in creating the job profile for each area or department.

Prospective Intern: ____________________________________________________________

Phone Number: __________________________ Email: _____________________________

Major: _____________________________________________________________

School year: _________________________________________________________

G.P.A: ______________________________________________________________

Please rate on a 3 point scale where: 
1 = Not important; 2 = Somewhat important; 3 = Extremely important

Importance of Candidate Skills/Qualities:

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<th>Skill / Quality</th>
<th>1 ☐</th>
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<td>Ability to Sell or Influence Others</td>
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Comments:
**PARTS OF A JOB DESCRIPTION**

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<tr>
<th>Brief organization overview or business background</th>
<th>Description of the internship position and expected duties</th>
<th>Benefits to student (on-the-job training, free parking, admission to events, networking opportunities, etc.)</th>
<th>Required qualifications, skills, course work or level of education</th>
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</thead>
<tbody>
<tr>
<td>Start date and length of the internship</td>
<td>Daily/weekly time commitment required for the internship</td>
<td>Compensation and whether college credit will be offered</td>
<td>Application procedure (e-mail, online application, mail, fax, etc.)</td>
</tr>
</tbody>
</table>

**Sample Intern Job Posting**

**Position:** PC Support Analyst Intern  
**Organization:** ABC Company  
**Department:** Information Systems  
**Cycle:** School year  
**Start Date:** 07/01/2017  
**Time Requirements:** Part time 15-20 hours/week  
**Major(s) Requested:** Computer Science/Information Systems  
**GPA Desired:** 2.5 or higher  
**Number of Openings:** 1  
**Job Description:**  
• Responds in a timely and courteous manner to help desk calls from end-users with software and hardware questions  
• Provides support for office products such as email, electronic calendaring, word processing, and spreadsheets  
• Performs hardware and software installations  
• Performs routine maintenance on PCs and peripherals  
• Goes to end-users’ desks and provides tutoring for PC applications such as Microsoft Office Suite  

**Qualifications:**  
• Knowledge of Microsoft Office Suite is preferred  
• Familiarity with PCs and Macintosh preferred  
• Must have own transportation  
• Student will complete program of study within one year of internship  

**Application Procedure:**  
Please forward resume to:  
Contact  
Title  
Company name | Company address  
Phone number | Fax number  
Email address  

**Date:** 05/02/2017  
**Location:** Fort Lauderdale, FL  
**Salary:** $10/hour
HOW TO RECRUIT AN INTERN

Career/Internship Fairs

Campuses host career fairs multiple times throughout the year. Career fairs are great ways to meet potential candidates face-to-face, review résumés, and hold on-site interviews. The cost for employers to attend varies for each institution. The benefits of pre-screening and even hiring multiple qualified candidates returns a positive ROI.

Information Sessions

Presenting on-campus is a convenient way for students to learn about your organization’s internship and full-time positions. Info sessions provide the opportunity to introduce students to your organization, expose them to your brand, and inform them of open positions.

Social Media

Social media and instant messaging have changed the way students communicate and search for jobs. Inboxes are inundated and traditional recruiter emails can be overlooked. Leveraging online platforms like Twitter and LinkedIn is imperative for recruiting students.

Career Centers

An effective way to connect with potential student interns is to work directly with career services offices at colleges and universities. CareerSource Broward is an excellent resource for recruitment, and offers employers services free of charge. To post internship opportunities, visit: www.employflorida.com
MANAGING INTERNS

How interns are managed, monitored, and evaluated is unique to each company or organization. Establishing the job profile, expectations, guidelines for appropriate workplace behavior, attire and framework for communication throughout the process are important for a successful internship program.

Intern Orientation

It is very important that interns be warmly welcomed and introduced throughout the organization, just like a new employee.

An orientation provides the opportunity for:
• The employer to reinforce expectations
• The intern to ask questions
• The goals of the internship to be clearly established
• Review of company dress code and other policies

Dress Code

An organization’s dress code can be one of the biggest sources of misunderstanding and conflict for young people entering the corporate world. Dress codes are a key component of each organization’s culture and can be one of many ways an intern learns what is acceptable in the workplace. Provide specific guidelines for your interns during the interview or orientation process.

Intern Supervision

Supervision is an important component of any internship. Feedback begins the first day and continues throughout the length of the internship.

The supervisor, mentor, or project team should review what is working and what improvements need to be made by discussing the following:
• Performance based on the job description
• Any additional training required
• Review of expectations

Feedback should be an ongoing formal process and conducted more frequently with interns. Suggested weekly review points include:
• Did you complete the action items assigned?
• Do you have any questions that came about as a result of this assignment?
• Ask and provide feedback to intern.
• Review next week’s assignments and due dates and make sure the intern has proper training for the new assignments.

Mentorship for Interns

The use of mentors can provide an invaluable resource throughout the internship. Mentorships contribute to intern motivation and performance and enable interns to acclimate more quickly to organizational culture.

Methods to engage mentors with interns:
• Introduce interns to co-workers and key contacts within the organization.
• Utilize the "buddy system". New interns benefit from peer mentors who can supplement formal training and accelerate their productivity and sense of belonging.
• Provide shadowing time for interns to observe how to manage time, people and resources.
• Include interns in staff meetings and related professional activities when possible.

Mentors must commit sufficient time to share their knowledge, teach skills and assist the intern in becoming part of the team. They also should have an interest in facilitating professional development. Strong mentors are typically good listeners who provide honest feedback, try to understand interns’ strengths and weaknesses and are concerned with professional and personal growth. Mentors serve as sounding boards and provide coaching and support.
MANAGING MILLENNIALS

People from varying generations have different personal and lifestyle characteristics which may determine how they respond to a particular management style. Consider creating an internship model based on the millennial generation’s characteristics before meeting intern(s) for orientation:

- Provide leadership guidance
- Encourage their “can-do” attitude and positive self-image
- Encourage them to join teams
- Embrace their interest in challenges
- Accept millennials will multi-task
- Capitalize on their knowledge of technology
- Provide opportunities for networking
- Provide a work-life balance through flexible scheduling
- Provide a fun, employee-centered workplace

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<tr>
<th>Core Values</th>
<th>Respect For Authority</th>
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<td></td>
<td>Conformity Discipline</td>
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<td>Family</td>
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<td>Education</td>
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<td>Communication</td>
<td>Rotary Phones</td>
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<td>One-On-One</td>
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<td>Memo Writing</td>
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<td>Money</td>
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<td>Social Media</td>
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<td>Money</td>
<td>Earn To Spend</td>
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*Source: Intern Today, Employee Tomorrow*
An effective evaluation will focus on initial learning objectives identified at the start of the internship. Supervisors should take time to evaluate both positive accomplishments and areas for improvement:

**Regular Meetings**
Provide regular check-in meetings to discuss status on a project, answer questions, discuss performance, etc.

**Final Evaluation**
As the internship comes to an end, a final evaluation offers an opportunity to discuss overall performance, accomplishments and opportunities for full-time positions with the company.

**Exit Interviews**
This best practice offers direct insight on ways to improve the program going forward.

**Intern Program Evaluation**
In addition to evaluating individual interns, companies with multiple interns may want to review the effectiveness of the program overall by comparing the following:

- **Applicants vs. Interviews = Effective Candidate Identification**
  - The difference between those who apply and those the company determines are the best fit for an interview.

- **Interviews vs. Offers = Effective Candidate Screening**
  - The difference between those who interview and those who are offered jobs.

- **Offers vs. Accepted Offers = Market Competition**
  - The difference between those who are offered positions and those who accept jobs.

- **Cost per Hire = Worth Company Investment**
  - What is the total cost for hiring one intern?

- **Conversion Rate = ROI of Program**
  - How many interns convert to full-time hires?

- **Retention Rate = Satisfied Interns and Staff**
  - Do your interns return for additional terms? Do your full-time employees who were interns stay longer than full-time employees who didn’t intern?

**Quality of Hire (from manager perspective) = Meeting Your Needs**
- At the conclusion of the internship, collect and review feedback from manager. Was this student a good hire? Would you recommend this student for future openings? Are there developmental areas for this student?

**Quality of Experience (from intern perspective)**
- At the conclusion of the internship, collect and review feedback from intern on his/her experience. Did intern gain valuable knowledge?
Name of Intern: __________________________________________
Date: __________________________________________________
Name of Intern Supervisor: ________________________________
Name of Intern Mentor: __________________________________

Please provide a candid evaluation of this student's performance or skill level in each of the following areas. This evaluation is not confidential and we encourage you to share it with the student. The student may also wish to use this evaluation form as a reference for future employment. Feel free to use additional pages or write a letter of support for the student's use in seeking future employment.

**Skill Assessment**
On a scale of 1 to 5, please evaluate the intern's performance in each of the following areas.

1=Lacks this skill  2=Limited/minimal skill level  3=Adequate/average skill level
4= Above average skill level  5=Exceptional skill level  N/A=Not Applicable

1. Communication skills
   ____ Demonstrates oral communication skills required for the job
   ____ Writes clearly and concisely
   ____ Is willing to speak up, communicate information and ask questions
   ____ Listens to feedback and works to improve

2. Problem-solving/decision-making skills
   ____ Analyzes situations and takes appropriate action
   ____ Offers creative solutions to problems
   ____ Collects and analyzes information relevant to completing a task and establishes a course of action within the given timeframe
   ____ Resolves problems in an appropriate timeframe

3. Teamwork
   ____ Establishes rapport and credibility among team members
   ____ Shares information and resources with others
   ____ Assists and cooperates with co-workers
   ____ Demonstrates willingness to put forth extra time and effort
   ____ Assumes appropriate leadership role(s)

4. Self-management
   ____ Produces high-quality, accurate work
   ____ Seeks new strategies when current approach is not effective
   ____ Displays good judgment and establishes priorities
   ____ Uses time efficiently
   ____ Demonstrates ethical behavior
   ____ Arrives on time and maintains agreed hours

5. Initiative
   ____ Seeks opportunities to learn
   ____ Takes initiative to get a job done, even if not specifically told to do so
   ____ Acts decisively on critical issues
   ____ Overcomes obstacles and problems
   ____ Sets and communicates goals; follows up with results
6. Technical skills

☐ Possesses the technical skills required for this position
☐ Is willing to learn new skills and enhance existing technical skills
☐ Uses appropriate technology for tasks
☐ Uses technology to perform effectively

Comments

1. Please discuss whether this student successfully completed the learning objectives you discussed and whether your expectations were met or exceeded.

______________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

2. What would you recommend for this student to do following his/her internship to make him/her better prepared for the workplace (e.g., courses, activities, skills acquisition, programs)? Please be as specific as possible.

______________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

3. How would you rate the level of involvement you had with the college/university with this internship experience?
 ☐ very involved ☐ somewhat involved ☐ not at all involved

4. In terms of preparation for the internship, the student’s prior academic coursework was:
 ☐ very useful ☐ of some use ☐ not very useful

5. Please indicate areas or topics to be discussed that would make the student more academically prepared for this internship experience.

______________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

6. Please assess the job responsibilities you assigned to your intern:
 ☐ difficult to achieve ☐ challenging, but attainable ☐ not challenging

Overall Evaluation

1. Given your expectations for this internship, this student’s overall performance (in comparison with all other students performing similar duties) was in the:
 ☐ top 5% ☐ top 25% ☐ top 50% ☐ lower 50% of all students

2. How would you assess the intern’s overall performance?
 ☐ outstanding ☐ above average ☐ satisfactory ☐ below average ☐ unsatisfactory

3. Additional comments:

______________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________
SAMPLE FINAL INTERNSHIP EVALUATION BY STUDENT

Name of Intern: ________________________________________________________________
Date: _______________________________________________________________________
Name of Intern Supervisor: _____________________________________________________
Name of Intern Mentor: _________________________________________________________

This form is designed to help you reflect upon your internship experiences and also to provide feedback to your employer. Feel free to use additional pages for further comments. The employer may use the comments provided as a testimonial for the company and its future internship programs.

Assess Your Skills
To what degree did your skills improve as a result of this internship experience?

0=No Change    1=Small Improvement    2=Moderate Improvement    3=Large Improvement

____ Written communication    ___ Leadership
____ Verbal communication    ___ Word-processing and/or data entry
____ Problem solving        ___ Spreadsheet and/or database
____ Decision making       ___ Internet/e-mail
____ Interpersonal/teamwork ___ General Knowledge of business
____ Self-management        ___ Specific job/industry knowledge
____ Initiative            ___ Other office skills (filing, photocopying, etc.)

Evaluate Your Performance
On a scale of 1 to 5, please evaluate your performance in each of the following areas.
1=Lack this skill   2=Limited/minimal skill level  3=Adequate/average skill level
4=Above average skill level  5=Exceptional skill level  N/A=Not Applicable

1. Communication skills
___ Demonstrate oral communication skills required for the job
___ Write clearly and concisely
___ Willing to speak up, communicate information and ask questions
___ Listen to feedback and work to improve

2. Problem-solving/decision-making skills
___ Analyze situations and take appropriate action
___ Offer creative solutions to problems
___ Collect and analyze information relevant to completing a task and establish a course of action within the given timeframe
___ Resolve problems in an appropriate timeframe

3. Teamwork
___ Establish rapport and credibility among team members
___ Share information and resources with others
___ Assist and cooperate with co-workers
___ Demonstrate willingness to put forth extra time and effort
___ Assume appropriate leadership role(s)

4. Self-management
___ Produce high-quality, accurate work
___ Seek new strategies when current approach is not effective
___ Display good judgment and establish priorities
___ Use time efficiently
___ Demonstrate ethical behavior
___ Arrive on time and maintain agreed-upon hours

5. Initiative
___ Seek opportunities to learn
___ Take initiative to get a job done, even if not specifically told to do so
___ Act decisively on critical issues
___ Overcome obstacles and problems
___ Set and communicate goals; follow up with results

6. Technical skills
___ Possess the technical skills required for this position
___ Willing to learn new skills and enhance existing technical skills
___ Use appropriate technology for tasks
___ Use technology to perform effectively
Comments
1. In terms of preparation for your learning experience, your prior academic coursework was:
☐ very useful    ☐ of some use    ☐ not very useful

2. In terms of preparation for your learning experience, your prior work experience was:
☐ very useful    ☐ of some use    ☐ not very useful

3. How would you assess your overall performance?
☐ outstanding    ☐ above average    ☐ satisfactory    ☐ below average    ☐ unsatisfactory

Assess the Program
1. The job orientation provided to you by your employer was:
☐ very thorough    ☐ sufficient    ☐ inadequate

2. How well did the internship meet your predefined learning goals?

3. Please assess the job responsibilities your employer assigned to you:
☐ difficult to achieve    ☐ challenging, but attainable    ☐ not challenging

4. Please assess your intern supervisor.

5. Please assess your intern mentor.

6. Are you more or less interested in working for this organization as a result of your internship?

7. What was the best part of your internship experience?

8. How would you assess the overall educational value of your internship experience?
☐ very valuable    ☐ generally worthwhile    ☐ of some value    ☐ very limited value/no value

9. What suggestions do you have to improve the quality of this internship (please include any specific recommendations you have that might be useful to your employer supervisor or your faculty coordinator)?

Additional comments:
THINGS EMPLOYERS NEED TO KNOW

Fair Labor Standards Act (FSLA)
The determination of whether an intern is an employee for the purpose of the numerous state and federal employment laws is a legal and factual question. Although many state and federal laws define employees in similar ways, a determination that an intern is not an employee under one law does not necessarily mean that the intern is not an employee under another law.

The National Association of Colleges and Employers (NACE) developed the following guidelines to help employers determine if a relationship can be classified as an internship.

To ensure that an experience—whether it is a traditional internship or one conducted remotely or virtually—is educational, and thus eligible to be considered a legitimate internship by the NACE definition, all the following criteria must be met:

• The experience must be an extension of the classroom: a learning experience that provides an environment for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
• The skills or knowledge learned must be transferable to other employment settings.
• The experience has a defined beginning and end, and a job description with desired qualifications.

• There are clearly defined learning objectives/goals related to the professional goals of the student’s academic coursework.
• There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
• There is routine feedback by the experienced supervisor.
• There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

Please visit the Department of Labor website if you would like additional information on FSLA: http://www.dol.gov/whd/regs/compliance/whdfs71.htm

For additional information on non-discrimination laws and equal employment opportunity compliance (EEOC), visit the EEOC webpage for employers at www.eeoc.gov/employers/index.cfm

In addition, rights and obligations of the intern may arise out of state or federal employment laws, including but not limited to Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, and the Age Discrimination in Employment Act. Your existing company policies and benefits may also create certain rights and obligations.
**Non-Discrimination Policy**

The Federal Government has several laws that prohibit discrimination for employees. Employment professionals will maintain equal employment opportunity compliance (EEOC) and follow affirmative action principles in recruiting activities in a manner that includes:

- Recruiting, interviewing, and hiring individuals without regard to race, color, religion, national origin, sex, sexual orientation, age, veteran status, or disability, and providing reasonable accommodations upon request.
- Reviewing selection criteria for adverse impact based upon the student’s race, color, religion, national origin, sex, sexual orientation, age, veteran status, or disability.
- Avoiding use of inquiries that are considered unacceptable by EEOC standards during the recruiting process.
- Developing sensitivity to, and awareness of, cultural differences and the diversity of the work force.
- Informing campus constituencies of special activities which have been developed to achieve the employer’s affirmative action goals.
- Investigating complaints forwarded by the career center office regarding EEOC noncompliance and seeking resolution of such complaints.

**Benefits to Employers for Hiring Interns**

- **Motivated Workers**
- **Fresh Perspective**
- **Reduced Recruiting Costs**
  A national investment company reports saving between $28k - $32k in training costs by hiring an intern
- **Try Before You Buy**
- **Completion of Special Projects**

Source: National Association of Colleges and Employers (NACE)
International Students
There are several types of visas granted to international students, most of which allow the student to work off-campus. The office for international programs at the campus will be able to advise the student regarding his/her work authorization status and particular type of student visa needed. It is very important to start this process early as it takes about 4-6 weeks for the visa process to be completed. Employers should contact the International Student Office for assistance.

Intellectual Property
In some cases, interns may work on projects where intellectual property rights are a concern for the organization. Typically, if new employees would be asked to sign a non-disclosure agreement, an intern may be asked to do so as well.

Benefits and Insurance
Since internships are short-term in nature, benefits are not typically offered to interns. Most students will already have medical insurance coverage through their colleges or universities, or will be covered under their parents’ policies. However, the employer’s general liability policy usually applies to interns, as well.

Transportation
Employers should identify the need for personal transportation in the internship position description. Interns are responsible for transportation to and from the internship experience. Some employers may choose to provide a transportation allowance to help defray the costs of commuting.

Dismissal of an Intern
Dismissal of interns should only occur in cases of major misconduct (theft, assault, use of controlled substances in the workplace, etc.) or instances of significant willful violation of policy after prior instruction.

Contemplated dismissal of an intern should be reviewed in advance by high-level management. The supervisor recommending dismissal must be able to clearly articulate in writing the reason(s) for dismissal.

Notifying the College/University
The college or university career center should ideally be involved. The career center may refer the student to the Dean of Students (or equivalent department) if the issue involves misconduct, also refer the issue to the faculty member associated with the internship, if needed.
Should we offer academic credit?
Yes, organizations should allow academic institutions to review internship positions for credit-worthiness. Offering this enhances the quality of the experience and makes the internship more attractive to students. The student should be responsible for making all arrangements and relaying any information from the college/university advisor. In most cases, the paperwork is minimal and is not time consuming.

Should I offer an orientation?
Yes. The orientation may be as simple as a brief meeting on the first day of an internship to discuss the vision of the company, set goals, and discuss logistics (parking, technology, security, and the best place to eat lunch). Many companies offer a longer orientation which may include time with the executive in charge, a tour of the facilities, training, and lunch.

Should I give the student a post-internship review?
Most professors or advisors require a post-internship review to receive college credit. Additionally, the post-internship review may be the first professional evaluation that a student has received, which can be extremely valuable.

How long is the average internship?
An average internship is 3-4 months coinciding with a student’s typical semester or summer.

How many hours a week is the average internship?
During the summer, full-time positions are common. If a student is enrolled in classes during the school semester, a position should be no longer than 15-20 hours a week.

How much should I pay my intern?
Payment is very important to set your position apart to attract the best candidates. The following link can help you determine the going rate for interns:

If I want a summer intern, when should I start looking?
The most competitive Fortune 500 companies do their heaviest recruiting during January when students return from winter break (some even begin in the fall). Smaller companies conduct their summer intern search in March or April when plenty of good candidates are still available.

What benefits are students most interested in?
In this general order:
• Challenging work scope and a well-defined internship project
• An engaging company culture and competitive organization
• Access to high-level executives and industry leaders (opportunities to network with various individuals in the office)
• Professional development training whether in skills or industry specific software (for example: Salesforce, QuickBooks, Basecamp, and more)
• Monetary Benefits (salary, stipend, travel expenses)
• Interesting Perks (Company trip to Orlando expo...)

51.7% of internships converted to full-time positions in 2015
*Source: National Association of Colleges and Employers
Potential Topics to Cover

- Company history, overview and structure
- Paperwork and policies
- Overview of product(s) or service(s)
- Building tour and introduce intern to employees
- “How To” – computer programs, mail, fax, phone/voicemail set-up
- Necessary badges, parking, safety regulations, etc.
- Discuss daily hours
- Project Worksheet – overview of intern’s projects, deadlines
  - Specific work standards and procedures
- Communicate your expectations and their expectations
  - The company’s objectives and how the intern will contribute to those objectives

Intern Schedule

Students at this stage of higher education often have busy schedules. It is important to open a dialogue with the prospective intern to ensure that their time commitments to the internship program can be managed along with their other commitments.
SAMPLE ORIENTATION CHECKLIST

☐ Review Organization and Department Missions

☐ Explain Need-to-Know Items
  ☐ Parking
  ☐ Workstation
  ☐ Specific Work Dates/Times
  ☐ Office Hours/Breaks/Lunches
  ☐ Pay Period and Payment Information
  ☐ Receive Contact Information from the Intern(s)
  ☐ Computer Use Policy
  ☐ Equipment Policies
  ☐ Smoking Policy

☐ Review the Internship
  ☐ Job Description
  ☐ Expectations
  ☐ How the Internship Relates to the Company
  ☐ Action Plan

☐ Explain the Work Process
  ☐ Job Authority and Responsibility
  ☐ Tact and Concern
  ☐ Resources and Secretarial Assistance
  ☐ Weekly Meetings
  ☐ Open Door Policy
  ☐ Two-way Communication
  ☐ End of Internship Evaluation

☐ Orient the Intern to the Work Area
  ☐ Notify All Staff of the New Intern
  ☐ Provide a Tour of the Facility
  ☐ Introduce the Intern (Name, School, Department, Applicable Projects/Duties)
  ☐ Make Personal Introductions and Explain Work Relationships
  ☐ Allow the intern time to meet with their mentor if not already done
  ☐ Provide a Security Card (If Required)

☐ Begin the Internship

☐ Review Company Standards
  ☐ Performance Standards
  ☐ Attendance and Punctuality
  ☐ Conduct in a Corporate Environment
  ☐ General Appearance and Expected Attire
The following is designed to assist in providing a high-quality internship experience for both the intern and the employer. The intern and intern supervisor should complete this form together and agree to the terms outlined.

**Student Information**

Name: 
Address: 
Home Phone:  
Cell Phone:  
E-mail:  
School:  
School contact:  

**Internship Information**

Company Name:  
Company Address:  
Intern Supervisor:  
Supervisor Phone:  
Supervisor:  
E-mail:  
Intern Mentor:  
Mentor Phone:  
Mentor E-mail:  

**Internship Description**

Student internship will begin on:  and end on:  
Intern Title:  
Description of duties (may attach other documents):  

**Expectations for the following areas:**

Wages/Compensation:  
Travel:  
Hours:  
Dress Code:  
Other:  
Setting Goals

The intern and the supervisor should discuss the following topics. This will help them agree to and define expectations, actions and roles during the internship. Additional pages may be added if needed.

1. How will performance be evaluated?

2. What do you hope to experience or learn during this internship?

3. What type of projects will the intern be assigned to gain the experience outlined in the aforementioned goals?

4. What is expected from the school to ensure the intern receives credit (if applicable)?

Other Goals:

The Student Intern Agrees to:

• comply with the organization’s policies and procedures;
• follow protocols for dress, appropriate behavior, correspondence and work space maintenance;
• complete any necessary training prior to the internship;
• attend the internship site during scheduled work dates/times, notifying supervisor of absence or late arrival with sufficient notice prior to start time;
• meet school requirements to receive academic credit (if applicable);
• perform responsibilities timely and satisfactorily; and
• inform intern supervisor of any problems or concerns.

The Supervisor and Organization Agree to:

• comply with the U.S. Department of Labor policies on paid/unpaid internships;
• adhere to all state and federal child labor laws;
• provide a safe work zone;
• conduct appropriate training for the student prior to the internship;
• assign an intern mentor for the student;
• establish a set work schedule and lesson plan for the student;
• provide the student with periodic feedback and constructive criticism;
• ensure the student's learning goals are addressed;
• meet school requirements for student to receive academic credit (if applicable); and
• compensate the student according to agreed-upon rate.

We have discussed the topics listed above, and understand our roles, expectations and requirements during the term of this internship.

Student Intern signature: __________________________ Date: __________________________
Intern Supervisor signature: __________________________ Date: __________________________
SAMPLE INTERN CONFIDENTIALITY AGREEMENT

Due to your access to confidential information, all students enrolled in _______________________ internships must sign this agreement. “Confidential information” means any information of a secret or confidential nature relating to the internship workplace.

Confidential information may include, but is not limited to, the following: trade secrets, proprietary information, customer information, customer lists, methods, plans, documents, data, drawings, manuals, notebooks, reports, models, inventions, formulas, processes, software, information systems, contracts, negotiations, strategic planning, proposals, business alliances, and training materials.

In connection with being enrolled in a/an ____________________ internship, I agree to the following:

I have read and understand the above definition of “confidential information.” I agree that I will not at any time, both during and after my enrollment in a/an _______________________________ internship, communicate or disclose confidential information to any person, corporation, or entity.

I further recognize and agree that while in a/an _______________________________ internship, I may become aware of nonpublic information of a personal nature about employees or associates, including, without limitation, actions, omissions, statements, or personally identifiable medical, family, financial, social, behavioral, or other personal or private information. I will not disclose any such information that I learn in a/ an _______________________________ internship to any other person or entity, unless required by applicable law or legal process.

__________________________________                       ____________________________
(Signature)                                                                 (Date)

__________________________________
(Print name)
CAREER CENTERS AND INTERNSHIP RESOURCES

Broward College
STEP 1: www.broward.edu/ccn
STEP 2: Select “Employers”
STEP 3: Click on “Create Account” button
STEP 4: Complete the registration form
STEP 5: Once approved, you will receive an email with a username and password to access the system
Contact:
Autumn Whitfield, Career Center Coordinator Central Campus
(954) 201-6612 | awhitfie@broward.edu

Nova Southeastern University
STEP 1: www.nova.edu/careershark
STEP 2: Select “Employer”
STEP 3: Click on the “Register” button
STEP 4: Complete the registration form
STEP 5: Once approved, you will receive an email with a username and password to access the system
Contact:
Shari Saperstein, Executive Director of Career Development
(954) 262-7202 | ssaperst@nova.edu

Florida Atlantic University
STEP 1: www.fau.edu/cdc/intern/employer/
STEP 2: Click on “Launch an Internship”
STEP 3: Complete the registration form including job posting
STEP 4: Once approved, you will receive an email with a username and password to access the system
Contact:
Lauren Shalom Chorlog, Assistant Director for Internships & Co-ops
(561) 212-2632 | lshalom@fau.edu

University of Phoenix
STEP 1: http://apollo.focus-career.com/talent/login
STEP 2: Click on “Register for an Account”
STEP 3: Complete the registration form
STEP 4: Once approved, you will receive a confirmation message
Contact:
Technical Issues | 1-877-832-4867 | Education.careers@phoenix.edu

Keiser University
STEP 1: www.collegecentral.com/keiser/Employer.cfm
STEP 2: Click on “Create Account”
STEP 3: Complete the registration form
STEP 4: Once approved, you will receive a password to access the system
STEP 5: Login and submit your job posting
STEP 6: Indicate campus location: “Keiser Flagship” from the dropdown box
Contact:
Midge Reichert, MS, PHR, Director of Career Planning
(561) 478-5506 | mreichert@keiseruniversity.edu
### INTERNSHIP PARTNERS

- **Broward College**
- **Broward Workshop**
- **Greater Fort Lauderdale Alliance**
- **CareerSource Broward**

### EMPLOYER RESOURCES

- **National Association of Colleges and Employers**
  [www.naceweb.org](http://www.naceweb.org)

- **The Department of Labor**
  [www.dol.gov/whd/regs/compliance/whdfs71.pdf](http://www.dol.gov/whd/regs/compliance/whdfs71.pdf)

- **Equal Employment Opportunity Commission (EEOC)**
  [www.eeoc.gov/employers/index.cfm](http://www.eeoc.gov/employers/index.cfm)

- **Glassdoor**

- **LinkedIn**
  [www.linkedin.com](http://www.linkedin.com)

- **CareerSource Broward**
  [www.careersourcebroward.com](http://www.careersourcebroward.com)
Questions?
Please contact:

Fortin Jean-Pierre, MBA
Career and Technical Education: Program Specialist
Email: fjeanpie@broward.edu
Broward College - Downtown Center
225 East Las Olas Blvd.
Fort Lauderdale, FL 33301