

# Internship Basics for Employers

Thank you for your interest in recruiting FGCU students for internship opportunities with your organization. The objective of an internship is to provide FGCU students with an opportunity to enhance their academic preparation through practical, hands-on experience, and the completion of challenging and meaningful work.

## The Process for posting an internship opportunity:

1. Post your internship using College Central Network, our web-based system
2. Students will apply directly to you/ your company for consideration. Your company facilitates the selection process. FGCU Career Services does not “place” students into internships. Not all academic programs at FGCU require students to complete an internship. Therefore, this is a “student driven” process.
3. **If the student is completing the internship for credit\***, they are responsible for taking the job posting to their Faculty Supervisor for approval. The student is also responsible for ensuring other paperwork that requires your companies approval is completed (such as the ‘*Internship Agreement*’, and “*Contract for Academic Credit*”.)
4. **If the student is not pursuing the internship for credit**, the relationship is strictly between you and the student. FGCU is not involved.
5. Once you have filled the internship, you should “expire” the posting in College Central Network. Be sure to reactivate the posting when you are ready to hire another intern.

## The typical responsibilities of the organization/company when offering an academic internship:

- The organization/company shall provide the student intern a planned, supervised program of career related experiences. In most cases, positions that entail a high degree of clerical work do not qualify as internships.
- The organization/company shall maintain complete records on the student intern's performance and provide an evaluation as required by the university at the conclusion of the internship period.
- The organization/company shall permit the inspection of its facilities, student intern records, and such items pertaining to the internship program by the university or agencies charged with the responsibility for accreditation of the academic programs.
- The organization/company agrees to comply with all Federal and State non-discrimination laws and work cooperatively with the university staff to accommodate student interns who request accommodations due to a disability documented through Florida Gulf Coast University.

## Typical time requirements:

In order to earn three credit hours of academic credit, students are required to work a minimum of 120 to 150 hours at an approved site for a 10 to 12 week period. However, this may vary depending on the academic program in which the student is enrolled. Florida Gulf Coast University does not offer “Cooperative” internships, which are typically full-time over the course of one or two semesters.

## Interns and compensation:

Companies should be aware that there are standards set forth by various state and federal laws to specify how interns are classified and whether they are entitled to pay. Please refer to the “*Important Considerations When Hiring an Intern*” for guidance on this topic. However, because of the complexity of the issues regarding status and pay, each employer should review its internship program with its legal counsel.

Generally speaking, the likelihood of attracting quality candidates to your internship is enhanced if the internship is paid.

**This information is provided as a resource and should not be construed as legal advice for any particular situation. For specific legal advice, please contact your organization's legal counsel.**