



College of Central Florida Business & Technology Programs Internship Information Sheet for Employers

The internship experience is meant to be a WIN-WIN-WIN:

- *The student gains relevant experience*
- *The organization gains project support and a potential talent pipeline*
- *The college gains feedback on student performance and program effectiveness*

The goal of the internship program is to integrate classroom learning with work experience and provide students with exposure to advanced skills and knowledge in the chosen field. Students should also gain knowledge of workplace culture while exploring job opportunities in their field.

Sponsor Responsibilities:

- 1.) Create a TRAINING AGREEMENT using the following guidelines:
 - Assignments should include a combination of hands-on tasks, projects and shadowing
 - Assignments should be relevant to student's program of study and ideally, contribute to student's career goals
 - Bachelor degree students are required to gain management knowledge and experience through hands-on tasks (may be simulations), shadowing, and attending meetings
- 2.) Designate a SUPERVISOR for the student who can provide mentoring and track hours (Please note: a background screening is required for supervisors if student is under the age of 18)
- 3.) Complete a mid-term and/or end of term EVALUATION of student's performance including employability, technical skills and soft skills (evaluation form will be provided by college)
- 4.) Provide the student with professional NETWORKING opportunities where practical
- 5.) Conduct SAFETY TRAINING for student interns including method for reporting injury, discrimination, or harassment

Student Responsibilities:

Perform assigned tasks and projects and follow professionalism standards like: arrive on time and work scheduled hours; follow organization's policies in regards to confidentiality, safety, and dress code; and communicate any concerns promptly to supervisor, instructor, and/or internship coordinator

College Responsibilities:

Orient students and sponsors to internship policies, procedures, and guidelines

Provide documents including training agreement and evaluation forms

Ensure students are covered by appropriate insurance (the college carries accident insurance on all interns in Business & Technology programs)

Internship FAQ's:

When are student interns available?

Internships should coincide with the college's academic calendar. Typical starting dates are January, March, May, August, and October. There is some flexibility and some students may seek noncredit internships outside of the typical term dates.

How many hours each week are interns available?

Most interns are required to complete 120 hours of work during their term of enrollment. This equates to approximately 10-15 hours per week. They are welcome to complete more hours if agreeable to both student and sponsor.

Are student interns paid?

Payment is recommended but not required as long as the experience meets guidelines in the Fair Labor Standards Act (contact college staff for more information). Many organizations offer paid internships. Funding assistance may be available for certain students and employers through our partnership with Career Source.

What programs of study typically include internships?

Accounting	Healthcare Management
Agribusiness	Human Resources
Business Management	Logistics & Supply Chain
Criminal Justice	Medical Coder/Biller
Information Technology	Medical Office Administration
Digital Media	Office Administration
Engineering	Paralegal Studies
Equine Studies	Public Safety Administration

How can my organization connect with student interns?

Contact Career Services staff for guidance at CareerServices@cf.edu. Typically, sponsors develop an internship description to post on HANDSHAKE, an online recruiting platform that promotes job and internship opportunities to students. And our Career Services staff extend the reach by direct distribution to targeted programs and customized activities like classroom presentations and events.

Students apply for internships, usually by sending a resume to the contact person listed on the posting. In person or virtual interviews are encouraged to determine fit for both student and sponsor. Once confirmed, students and sponsors work together to complete the Training Plan, develop a work schedule, and finalize any other details.

For more information and to develop a customized internship plan for your organization, please contact Bonnie Hays at haysb@cf.edu.

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