



College of Central Florida Business & Technology Programs

Internship Information Sheet

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*

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
- 3.) Complete a mid-term and/or end of term EVALUATION of student's performance (form provided by college)
- 4.) Provide the student with professional NETWORKING opportunities where practical

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?

The college uses HANDSHAKE, an online recruiting platform, to promote job and internship opportunities to students. And our Career Services extend the reach by direct distribution and customized activities like classroom presentations and career events.

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