



THE
FLORIDA STATE
UNIVERSITY

The
Career Center
linking futures

The Florida State University Career Center
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Florida State University On-Campus Internships

Thank you for your interest in providing on-campus internship opportunities for our students. These learning opportunities provide beyond the classroom opportunities for students to put theory into practice. Experiential learning is critical for college students to learn workplace norms, expectations and develop their professional image, brand and voice. Without support from partners like you, FSU students would not be as successful in the marketplace.

Prior to advertising or hiring an on-campus intern, please work with your FSU HR Department Representative to ensure that you are in compliance with University policies and procedures. Below are some frequently asked questions to help guide your internship hiring process:

Frequently Asked Questions

- ***Can I hire a paid intern?***

Yes, a paid intern is an OPS Employee of Florida State University. Please work with your FSU Human Resources department representative to advertise and enter the position within the OMNI system using the job code “**Intern.**”

- ***If our selected student intern has been awarded Federal Work Study, can I use those funds to pay them?***

It is not recommended to use Federal funds designated for Federal Work Study to pay a student intern.

- ***Can I hire an unpaid intern? If so, how do I start the process?***

Yes. If hiring an unpaid intern, please work with your FSU Human Resources department representative to complete the **Volunteer Record of Service** which allows your unpaid volunteer intern to be considered for coverage under the University’s worker’s compensation insurance.

Please note: If the unpaid intern will be receiving academic course credit for the completion of your internship, they are ineligible to complete the Volunteer Record of Service. In Florida, an unpaid volunteer may qualify for worker's compensation. To qualify as "unpaid", a volunteer must not receive any compensation or valuable consideration. Receipt of academic credit would be deemed valuable consideration, thereby taking the student out of the definition of a volunteer. See F.S. 440.02(15)(d)6. and Orange County School Board v. Powers, 959 So.2d 370 (Fla. 1st DCA 2007).

- ***Do I need to request a background check for the student intern?***

Please work with your FSU Human Resources department representative to determine if the duties of your student intern require a criminal history background check prior to hiring.

- ***Does the student intern need to sign a confidentiality agreement?***

Please work with your FSU Human Resources department representative to determine if the duties of your student intern require a confidentiality agreement.

- ***Is there someone on campus to answer questions about internships?***

Yes, you can contact the FSU Career Center to discuss the creation and implementation of your internship position to ensure it meets the criteria for an internship instead of a part-time position.

Contacts include:

Tracey Dowling, Program Director for Experiential Learning
(850) 644-9774 – tdowling@fsu.edu

Megan Hollis, Senior Assistant Director for Experiential Learning
(850) 644-9772 megan.hollis@fsu.edu

- ***Can the Career Center help me advertise my internship to students?***

Absolutely! SeminoleLink is the virtual internship and job board used to facilitate student and employer connections. Students from both the Tallahassee and Panama City campus can access this job board 24/7/365 to browse for part-time, internship, and full-time opportunities. Advertising your internship through the FSU Career Center is free of charge using the SeminoleLink online jobs database:

<https://fsu-csm.symphlicity.com/employers/>

Florida State University On-Campus Internship Checklist

The primary identifying component that differentiates an internship from other types of employment is that *internships must include specific learning goals*. As a result, internships are commonly categorized as "experiential learning" opportunities.

Please answer the following questions to determine if the work being performed meets the definition of an internship:

- Is the work related to the student intern's intended career field –or– relevant to their academic coursework? Yes No
- Is the internship more than 60 hours in duration? Yes No
- Will the student intern engage in ongoing reflection of learning goal completion throughout the course of the internship? Yes No
- Will the internship supervisor be able to provide scheduled, regular and constructive guidance, evaluation, and feedback to facilitate the student learning process? Yes No
- Does the internship supervisor must have demonstrated proficiency in the work the student intern will be performing? Yes No

Please note:

Student interns expect to develop as professionals, and learn about industry standards, and leadership paths through projects, mentorship, and shadowing. Internships should allow the student intern to progressively take on more responsibility and gain insight into all operational aspects of the organization. Creating a well-rounded internship program will be worth it to hire and retain the best student interns.

Please check this box indicating that your student intern has enrolled in the FSU Career Center's Experiential Certificate Program (www.career.fsu.edu/ecp).

The FSU Career Center's Experiential Certificate Program offers a structured, guided process for setting learning goals, reflecting on goal progress and providing feedback on workplace learning, performance, and accomplishments.

FSU students participate in ECP at no charge. Upon completion, students are eligible to be nominated for the Florida Association of Colleges & Employers (FloridaACE) and Cooperative Education & Internship Association (CEIA) Student Intern of the Year Award.

Internship Supervisor Signature

____ / ____ / _____
Date

Student Intern Signature

____ / ____ / _____
Date