



Dear Campus Partners,

Thank you for your interest in providing internship opportunities for our FSU students on-campus. Florida State University became the largest public institution to announce an [Experiential Learning Graduation Requirement](#) for all undergraduate students starting with the Fall 2019 incoming class documented in the Liberal Studies Curriculum as the [Formative Experience Milestone](#).

The experiential learning opportunities that you provide outside of the classroom through on-campus internships facilitate our students putting theory into practice. Experiential learning is critical for college students in learning workplace norms, expectations and development of their professional image, brand and voice.

A nationwide survey of college students indicated that the primary reason students do not participate in experiential learning is lack of knowledge about opportunities relevant to them. FSU is committed to ensuring equitable access and knowledge about opportunities available on our campus for all students.

The Career Center's Career Management System [NoleNetwork](#) has been designated as the University's centralized repository for advertising all on-campus opportunities for students, including part-time jobs as well as internship, research, leadership, creative and service opportunities.

As you seek to engage FSU students for opportunities (paid and/or unpaid) in your office, lab, institute, etc., please honor our campus commitment by posting your opportunity in [NoleNetwork](#). Prior to advertising or hiring an on-campus intern, refer to the resources that follow and work with your HR department representative to ensure that you are in compliance with University policies and procedures.

Questions? [Career Center Staff](#) are excited and available to work with you to plan and execute your unique recruitment strategy, HireANole@fsu.edu or (850) 644-9774.

Thank you for providing on-campus opportunities for our students,

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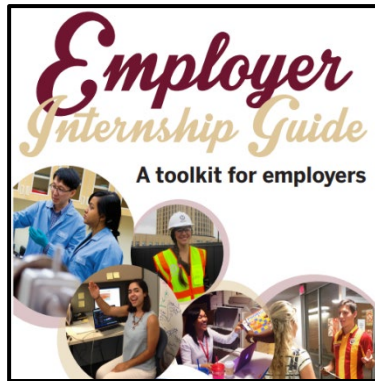


Offering an On-Campus Internships?

The primary identifying component that differentiates an internship from other types of employment is that *internships must include specific learning goals*. The inclusion of and focus on learning outcomes is what makes an internship an experiential learning opportunity.

Does your position meet the criteria for an internship?

- Are the duties and responsibilities of the internship related to the student’s intended career field –or– tied to their academic coursework?
- Will the internship total more than 60 hours of work per semester?
- Does the internship supervisor have demonstrated proficiency in the work the student intern will be performing?
- Will the internship supervisor be able to provide constructive guidance, evaluation, and feedback on a regularly scheduled basis?
- Will the student intern engage in ongoing reflection of learning goal completion throughout the course of the internship?



Employer Internship Guide

The key components and foundations of a successful internship are detailed in the [Employer Internship Guide: A Toolkit](#).

This includes information on average compensation, Fair Labor Standards Act (FLSA) regulations, tips on writing a compelling position description, recruiting right-fit interns, on-boarding, supervision, and performance evaluation.



Making Your Internship Count Workbook

The workbook “[Making Your Internship Count](#)” is designed for use concurrently with an internship, and is available via digital download. Divided into sections for both the Student Intern and the Professional Supervisor, the workbook moves through time-relevant professional development exercises and tips before the internship begins, during the settling in and on-boarding phase, the mid-point and the wrapping up and off-boarding phase.

If you elect to purchase a copy, please note that proceeds benefit the [FSU Internship Fund](#). But, as a Faculty or Staff member, you are eligible to request a complimentary Faculty Review Copy.

Experience Recognition Program



Experience Recognition Program

The Career Center's [Experience Recognition Program](#) guides both Student Interns and Professional Supervisors through the process of setting learning goals and delivering effective mid-point and end-of-experience evaluations in addition to providing time relevant professional development articles and conversation prompts.

If your Student Intern is not receiving academic credit for their work with you, having your Student Intern enroll in ERP allows them to satisfy the Liberal Studies [Formative Experience Milestone](#) and the [Garnet & Gold Scholar Society's Internship Engagement Area](#).

Questions? cc-erp@fsu.edu



- **How is an internship different than a part-time position?**

The primary identifying component that differentiates an internship from other types of employment is that *internships must include specific learning goals*.

The internship experience is focused on learning and training under the supervision of professionals in the field, receiving feedback and constructive criticism along the way. Whereas, a part-time job may offer a short training period but will typically require the employee to work independently from that point on.

- **Can I pay a Student Intern?**

Yes, absolutely! A paid Student Intern is considered an OPS employee of Florida State University. Please work with your HR department representative to hire your paid intern through the OMNI system using the job code "A/T 019."

In fact, the [InternFSU program](#) may be able to fund 50% of your Student Intern's wages! Reach out to InternFSU@fsu.edu to learn more.

- **Where can I get more information about hiring a Student Intern?**

To appoint a Student Intern, contact your HR department representative and utilize the [OPS Express Hiring Training Guide](#) for required steps.

- **If our Student Intern has been awarded Federal Work Study (FWS), can those funds be used to pay them?**

If you would like to explore using Federal funds designated for Federal Work Study (FWS) to pay your Student Intern, please reach out to FSU Office of Financial Aid Federal Work Study at FA-FWS@fsu.edu or (850) 644-0539.

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

If hiring an unpaid intern, please work with your HR 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. Also make sure your unpaid internship follows the Test for Unpaid Interns and Students as outlined in the [Fair Labor Standard Act Fact Sheet #71](#). In addition, please work with the Office of Human Resources to determine if the duties of your unpaid Student Intern require a confidentiality agreement.

Please note: If the unpaid student 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 the Office of Human Resources to determine if the duties and responsibilities of your Student Intern require a criminal history background check prior to hiring.

- **Am I able to hire a minor for an internship opportunity?**

If offering a paid or unpaid internship opportunity to a minor, the supervisor of the minor will need to contact the Office of Human Resources Background check team to ensure a required check has been completed. In addition, all Child Labor Laws are required to be followed.

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

Yes, simply contact a Staff Member at the [FSU Career Center](#) or send an email to HireANole@fsu.edu to set up a consultation.

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

Absolutely! In fact, the Career Center's Career Management System [NoleNetwork](#) has been designated as the University's centralized repository for advertising all on-campus opportunities for students, including part-time jobs as well as internship, research, leadership, creative and service opportunities.

[NoleNetwork](#) is the virtual internship and job board used to facilitate student and employer connections. Students from the Tallahassee, Panama City and Republic of Panama campuses can access this job board 24/7 to browse for part-time, experiential learning opportunities and full-time opportunities.

As you seek to engage FSU students for opportunities (paid and/or unpaid) in your office, lab,

institute, etc., please honor our campus commitment by posting your opportunity in [NoleNetwork](#). Prior to advertising or hiring an on-campus intern, please work with your FSU HR departmental representative to ensure that you are in compliance with University policies and procedures.

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