



CAREER DEVELOPMENT

**FLORIDA POLYTECHNIC
UNIVERSITY**

Internship Handbook

STUDENT 2022

Florida Polytechnic University Student Internship Handbook

This handbook was created to guide students through their internship experience

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What is an Internship?

An internship is an applied learning experience that offers meaningful, practical work experience related to a student's field of study. Internships allow students to apply principles and theory learned in the classroom in a professional environment. Through an internship, students are provided an opportunity for career exploration and development.

Key elements that may differentiate an internship from a job include:

- Training support that builds on the student's academic program
- The level of supervision and mentoring support provided on-site
- The opportunity to work with a subject matter expert (SME) rather than expecting the student to be the SME
- Critical reflection on the professional internship experience and the personal and professional growth achieved

Locating an Internship

Students are responsible for locating and securing their own internship. Florida Polytechnic University's Office of Career Development will help students develop a resume, cover letter, and provide connections to hiring companies through Handshake and on-campus company visits.

If an internship is identified without the help of the institution, please be sure to utilize the Better Business Bureau's website to assess the legitimacy of a company. Keep in mind that start-up companies may not be listed due to the infancy of their development.

Available internships are posted for students on the Handshake website on an ongoing basis.

For up-to-date career information, visit "Career Services" in the Virtual Student Union (<https://floridapoly.edu/virtual-student-union/>).

Types of Internships

1. Company/Organization Internships (External Internships)

Work with an external company or organization in a formal or informal professional internship experience. Internships with an external company or organization should be related to the student's major at Florida Polytechnic University.

- a. Students are required to submit their offer for an internship for Approval through the Internship Approval Form. ([Click Here](#))
- b. Students have a responsibility to ensure that they meet the 100-hour internship work requirement
- c. Faculty sponsoring an internship acknowledges that sponsorship of an internship is not a direct measure of a faculty duty assignment
- d. A faculty member must complete and have the Internal Internship Form approved by the Provost's Office

2. Academic Internships (Internal Internships)

Work with faculty: Academic internships provide the opportunity to work closely with faculty to develop a research paper or project relevant to the student's course of study.

- a. An internship experience cannot be fulfilled in a role in which the student is being paid by the University
- b. An internship experience can be funded through faculty research funding
- c. Faculty sponsoring an internship have the responsibility to ensure that the student is able to meet the 100-hour internship work requirement
- d. Faculty sponsoring an internship are required to adhere to all lab policies and protocols
- e. Faculty sponsoring an internship acknowledges that sponsorship of an internship is not a direct measure of a faculty duty assignment
- f. A faculty member must complete and have the Internal Internship Form approved by the Provost's Office

International Students and Internships

The Student Exchange Visitor Program (SEVP) defines Curricular Practical Training (CPT) as an alternative study, internship, cooperative education, or other type of required internship or practicum that is offered by a sponsoring employer through a U.S. college or university.

CPT is only available for current F-1 students when it is part of an established curriculum within a school. CPT must be integral to your major program of study. It cannot be authorized for work related to a minor, concentration, or previous major. Any internship, whether it is paid or unpaid, requires CPT authorization.

If authorized, CPT authorization is for specific dates, a specific employer, and specific location. Any practical training or employment that begins prior to the authorized start date or occurs after the authorized end date is considered unauthorized employment and will result in the loss of your legal status inside the U.S.

International students should work with the Registrar's Office and the International Student Advisor throughout their internship-seeking and professional experience internship.

How to Interview for an Internship

Interviewing for any opportunity can be intimidating, but it does not have to be. Utilize the **POLY Method** below to help you successfully navigate an interview. Be sure to enroll in the Canvas Career Connections for more detailed tips.

POLY Method

Practice answering interview questions

- Schedule an appointment with the Career Services office ([Click Here](#))
- Or search for some commonly asked interview questions to work through with a friend.

Optimize your interactions with the employer

- Connect with hiring managers on LinkedIn and attend Career Fairs, on-site visits and other sponsored activities put on through the Career Services office.
- Have your resume ready to handout or email quickly.
- Business cards are also good but not always necessary.

Leverage your research experiences

- Projects are a great way to showcase your experience when you lack paid work experience.
- Conducting research with a professor or academic professional is also a highly valued way to gain experience in your field as well as set you up for opportunities with higher compensation.

Yield and listen before responding to the interview questions

- Not everything is about being quick on your feet. Take time to process questions that are being asked and that you are answering what was asked, not what you thought the questions were.
- It's okay to ask for clarity if you feel like you might not understand a question.
- Being slow to speak is a sign of a mature candidate and one who thinks before they act/react.

Canvas Career Connections <https://floridapolytechnic.instructure.com/enroll/3AB6KJ>

Internship Coordinator

Seth Spencer

4700 Research Way, Lakeland, FL. 33805

sspencer@floridapoly.edu

863-874-8419

Associate Director, Career Services

Pairris Jones

4700 Research Way, Lakeland, FL. 33805

pjones@floridapoly.edu

863-874-8746

Florida Poly Required Internship Course

IDS 4941—Professional Experience Internship. This is a mandatory, zero-credit course. Students must register for this course through CAMS. This course is held on Canvas and is held asynchronously.

Prerequisites: Completion of at least 72 credit hours

Fee: Equivalent to 1 credit hour (additional late registration fee if after add/drop)

Course Description: This course is a co-curricular requirement that provides students with the opportunity to experience working in a professional environment or community-based organization where they can apply the knowledge and skills they have gained from their program.

This requirement may be satisfied through a traditional internship provided by an employer; a community service experience; or some other form of professional/entrepreneurial experience; pending approval by the Provost or designee. The internship experience should be directly aligned with the student's degree program.

Registering for IDS 4941: Students should enroll in the IDS 4941 internship occurs. An ideal time to complete an internship experience is the summer between the student's junior and senior year (provided that they have earned 72-credit hours).

Internships that are not connected with the IDS 4941 course should also be reported using the Internship Approval Form: https://flpoly.qualtrics.com/jfe/form/SV_8957CNzzPgHeiaO

Student Responsibilities in an Internship Experience

During the internship experience, the student must:

1. Adhere to all University rules, regulations, and policies including the Florida Poly Student Code of Conduct.
2. Adhere to the policies and procedures of the internship provider.
3. Put a good faith effort forward throughout the internship experience.

Internship Supervisors Responsibilities in an Internship Experience

During the internship experience, the internship supervisor must:

1. Work with the student to develop learning goals and objectives that will be achieved through the internship.
2. Support the student in making appropriate progress toward meeting the stated learning goals and objectives.
3. Guide intern in the policies and processes established and expected at the workplace.
4. Provide an evaluation of the student's internship performance.

The internship provider (company or organization) must:

1. Provide a suitable, safe, workspace: not in a residence (unless the internship is of a remote work opportunity), not in a location that could pose any potential harm or health risk, not in an isolated/remote location.
2. Provide any needed equipment and materials for the internship.
3. Provide supervision under a credentialed subject matter expert for whom the intern has easy access for questions, guidance, and/or assistance.
4. Provide industry best practices as part of the experience. This may include referencing said practices through applicable standards, accreditations, assessments, etc.
5. Provide reliable data-based methodologies for projects, decision-making, etc. or applicable processes and procedures for developing work plans.
6. Comply with the Department of Labor Fair Labor Standards Act with respect to intern pay.

Professional Reminder:

Professionalism involves being reliable and dependable, communicating respectfully, and being willing to learn on the job.

Tips on being professional:

1. Attire: Interns should wear work attire that is appropriate for the industry in which they are working. When you begin an internship, either get clear guidance on dress code, or dress conservatively (especially on the first day). Generally, remember to dress for the position you want, not always the position you have.
2. Office Behavior: Respect your surroundings. Do not take personal calls in an open space. Do not act like the office is your home. Recommendation: Do not eat at your workstation and if you are invited out to lunch by your colleagues, join them! This is a great way for you to connect with co-workers.
3. Communication:
 - a. Verbal: Keep conversations appropriate. Add a smile to your conversation – this can help make you more approachable.
 - b. Written: Email may be a central form of communication at work. Writing in full sentences, spell checking, and re-reading your message for understanding are recommended. End your emails with a professional and appropriate sign-off, “Thank you,” or “Best.”
 - c. Phone: Answer the phone with a polite greeting, “Hello, this is Dr. Miller.”
4. Accountability: Always take responsibility to complete the assignments you are given. Ask your supervisor when something is due and check in with your supervisor on progress expectations. Be on time with your task.
5. Feedback: Don’t let lack of feedback or lots of feedback worry you. The amount of feedback will depend on the formality of the workplace and the internship itself. Watch how your supervisor gives feedback to others, and that will help you understand what you should expect. Feedback is very powerful and, if accepted and interpreted correctly, will help you in your role. If you feel like you need more feedback, ask your supervisor.

General Internship Information

General Internship Tips:

- Get your resume reviewed by Career Services before you begin applying
- Read completely through the job description to find key words that you can use in your resume.
- Have a cover letter ready in case it's requested, so that you can submit it quickly.
-

Regarding (Required course for graduation) IDS 4941:

- Students should work their internship in the same semester in which they are enrolled in IDS4941.
- Students enrolled in the internship course are expected to check into the FL Poly IDS 4941 Canvas course regularly.
- Students must complete at least 100 hours for their internship experience.
- Students may complete more than one internship experience, but only need to register and complete IDS 4941 one time.
- Students must earn 72-credit hours prior to beginning their internship in order to register for IDS 4941

Department of Labor: Internships are subject to the Department of Labor Fair Labor Standards Act regarding pay. See information in this handbook specific to the DOL FLSA criteria.

Non-Discrimination: Federal and state statutes provide protections for individuals to be free from discrimination in the workplace. Neither the internship site, student, nor University will unlawfully discriminate on the basis of race, color, national origin, marital status, sex, religion, age, disability, sexual orientation, gender identity, gender expression, or veteran status, or any other legally protected class or basis under applicable federal and/or state laws.

Students with Disabilities – Internship Accommodations: Students may request an accommodation to support them in their internship experience; an internship accommodation may more closely resemble a job accommodation rather than an academic accommodation. Internship accommodations require advance planning and often involve a significant amount of interaction between Florida Poly Office of Disability Services, the student, and the company or organization sponsoring the internship. If an ODS-registered student will be participating in an internship experience, the student should plan to discuss whether accommodations will be needed with the Office of Disability Services as early as possible.

Sexual Harassment and Sexual Misconduct Information: The University’s Sexual Harassment Policy (FPU 1.005P) applies to all students, faculty, and staff of the University, as well as third-party contractors under university control. There are also federal and state statutes that protect individuals from sexual harassment at the workplace. There are rights and responsibilities under these laws and policies that apply.

If a student intern has experienced sexual harassment or misconduct in the workplace, it is recommended to report the information to the internship supervisor and the University Title IX Coordinator. If the internship supervisor is connected to the harassment, contact the workplace’s human resources. Students are entitled to supportive measures and to request a change to their internship as it relates to a sexual harassment or misconduct concern.

If a student intern disclosed to the internship supervisor workplace sexual harassment, the student intern should report this information to the University Title IX Coordinator and follow their company’s process on reporting.

If a student intern has been accused of workplace sexual harassment, the internship supervisor should contact the University Title IX Coordinator. It is important to know that the Sexual Harassment Policy and Student Code of Conduct apply to students both on and off campus. If a student violates either of these policies, their behavior will be addressed by the University.

University Title IX Coordinator

Michelle Disson

4700 Research Way

Lakeland, FL 33805

Titleixcoordinator@floridapoly.edu

863-874-8484

Legal Safeguards in the Workplace

Fair Labor Standards Act (FLSA): The FLSA requires for-profit employers to pay employees for their work. However, interns may not be considered employees under the FLSA and as a result, not entitled to payment for their work. The U.S. Department of Labor (DOL) provides a fact sheet, available in appendix, to help employers determine if an intern is considered an employee. Interns should discuss whether an internship is paid or unpaid prior to beginning the internship.

Legal Liability: It is critical that interns understand and adhere to the policies and guidelines related to internship site and activities. Interns are responsible for knowing and complying with any policies and guidelines that govern assignments at an internship site. Likewise, if you are concerned about the activities of others that you have witnessed directly, you should bring those concerns to the attention of your supervisor as your presence during such conduct or actions can make you liable as a passive bystander. Please note that ignorance of the law does not presume innocence, nor is it a viable defense. The intern may incur direct consequences for violations.

Safety: Students should make every attempt to become familiar with and comply with site-specific safety standards and policies while on an internship. Safety measures may include things such as, but not limited to, wearing protective clothing, being trained on the proper use of equipment prior to using the equipment and completing safety trainings. You should work closely with supervisors to assure you are properly prepared to safely conduct any internship responsibilities that could pose a risk to your health, safety, or well-being. Additionally, although personal safety is an individual responsibility, you are urged to communicate with your supervisor at the internship site, academic instructor, and/or Career Services if you have concerns. For more information on safety and related workplace issues, please visit <http://www.osha.gov/>.

Harassment: Unlawful harassment and discrimination should not be tolerated. Immediately alert your supervisor if you experience unwelcome, uninvited behavior with sexual, racial, or ethnic overtones in the workplace. If your supervisor is not responsive to your concerns or you are unsure how to respond, please contact Florida Poly Career Services immediately (careerservices@floridapoly.edu) or, if enrolled in IDS 4941, the course instructor.

If you are concerned or unsure of how to address any issue in your internship, meet with Career Services or your IDS 4941 instructor to explore options and possible approaches.

General Insurance and Personal Liability Information

Choice of insurance coverage provider is an individual student's own responsibility and decision. The information provided here can assist you in determining what type of insurance coverage you will need for your internship, if any. Keep in mind that for some types of insurance, your internship site will only provide coverage if you or the internship site meet certain eligibility requirements, such as being classified as an employee.

ACCIDENT/INJURY

Workman's Compensation: If you are considered an employee of your internship site, the employer's Workman's Compensation covers you in the event of a workplace accident or injury. A business may have an insurance rider that would cover an unpaid intern or anyone serving in a "volunteer" capacity, but you should confirm this with your supervisor.

Personal Health Insurance: A student may be covered by his/her own health insurance or that of a parent (up to age 26 if applicable). Confirm through your personal health insurance regarding the extent of coverage. Under the Affordable Care Act, employers with 50+ employees are required to offer employees health insurance. Your internship site may be required to offer health insurance if you are considered a full-time employee. If you are not considered a full-time employee, you may be excluded. You may also be excluded if you are a full-time government intern or classified as a seasonal or contract worker.

For more information, please visit: <https://www.nacweb.org/s04012015/healthcare-coverage-under-affordable-care-act.aspx>

Obtaining Insurance: If you do not currently have coverage, you may opt to obtain insurance through a private insurance carrier or through the Affordable Care Act Insurance Exchange (for individuals who qualify).

LIABILITY

Florida Volunteer Protection Act: If a student is functioning as an unpaid intern in a non-profit setting, he/she/they is protected against any legal liability while performing within the scope of assigned responsibility unless the student has received a stipend for services.

Professional Liability Insurance (PLI)/ Professional Indemnity Insurance (PII)/ Errors and Omissions (E&O)/ Malpractice Insurance: In some professions and/or settings, the student may be required or advised to obtain professional liability insurance, and the name/type of such insurance varies by industry. Some sites may provide this for the intern; however, the student may still be advised to carry his/her/their own personal coverage due to limitations in the organization's coverage. This can frequently be obtained through the intern's professional association student membership benefits or obtained through private liability insurance carriers.

AUTO

Auto Insurance: Some internship sites may require the student to carry his/her/their own auto insurance if the student is driving as part of the internship activity. Inform your auto insurance provider if your internship will impact your coverage in the event of an accident. Note that an increase in charges for extended coverage may apply.

Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act

This fact sheet provides general information to help determine whether interns and students working for “for-profit” employers are entitled to minimum wages and overtime pay under the Fair Labor Standards Act (FLSA).¹

Background

The FLSA requires “for-profit” employers to pay employees for their work. Interns and students, however, may not be “employees” under the FLSA—in which case the FLSA does not require compensation for their work.

The Test for Unpaid Interns and Students

Courts have used the “primary beneficiary test” to determine whether an intern or student is, in fact, an employee under the FLSA.² In short, this test allows courts to examine the “economic reality” of the intern-employer relationship to determine which party is the “primary beneficiary” of the relationship. Courts have identified the following seven factors as part of the test:

1. The extent to which the intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee—and vice versa.
2. The extent to which the internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions.
3. The extent to which the internship is tied to the intern’s formal education program by integrated coursework or the receipt of academic credit.
4. The extent to which the internship accommodates the intern’s academic commitments by corresponding to the academic calendar.
5. The extent to which the internship’s duration is limited to the period in which the internship provides the intern with beneficial learning.
6. The extent to which the intern’s work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.
7. The extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.

¹ The FLSA exempts certain people who volunteer to perform services for a state or local government agency or who volunteer for humanitarian purposes for non-profit food banks. WHD also recognizes an exception for individuals who volunteer their time, freely and without anticipation of compensation, for religious, charitable, civic, or humanitarian purposes to non-profit organizations. Unpaid internships for public sector and non-profit charitable organizations, where the intern volunteers without expectation of compensation, are generally permissible.

² E.g., *Benjamin v. B & H Educ., Inc.*, — F.3d —, 2017 WL 6460087, at *4-5 (9th Cir. Dec. 19, 2017); *Glatt v. Fox Searchlight Pictures, Inc.*, 811 F.3d 528, 536-37 (2d Cir. 2016); *Schumann v. Collier Anesthesia, P.A.*, 803 F.3d 1199, 1211-12 (11th Cir. 2015); see also *Walling v. Portland Terminal Co.*, 330 U.S. 148, 152-53 (1947); *Solis v. Laurelbrook Sanitarium & Sch., Inc.*, 642 F.3d 518, 529 (6th Cir. 2011).



Internal Internship Experience Request Form

Faculty and staff must complete this form when requesting to sponsor an Internal Internship Experience. This form must be completed for all Internal Internship Experiences and aligns Florida Poly with NC-SARA.

Please note: Student Education Assistant (SEA), Federal Work Study, and/or student worker positions are not considered an Internal Internship Experience and cannot be used for completion of the required IDS 4941 (Professional Experience Internship) internship experience.

Internal Internship Experiences are approved by the Faculty Department Chair or Staff Member's Supervisor and the Provost or designee.

FACULTY/STAFF NAME:

Has a student been tentatively identified for the proposed Internal Internship Experience?

Yes | No
 |

If Yes, NAME OF STUDENT:

Step 1: Description of Proposed Internship

Briefly describe project and expected contribution from student

Step 2: Proposed Internal Internship Experience Learning Objectives

Proposed Learning Outcomes for Internal Internship Experience: (Upon completion of the internship, student will be able to... (align with Bloom's taxonomy))

1.



2. _____

3. _____

Step 3: Budget

Include a plan on the budget and proposed funding source for the Internal Internship Experience.

<u>Supplies Needed:</u>	
<u>Additional Resources Needed:</u>	
<u>Salary for Intern:</u>	
<u>Funding Source:</u>	

Step 4: Work Plan

On a separate sheet, include a plan showing the suggested hours, weekly periodic work deadlines, or deliverables for Internship period required for the Internal Internship Experience.

Important Note

Please note, IDS 4941 (Professional Experience Internship) requires the student to complete 100 internship hours.

If the Internal Internship Experience is approved, and the Internal Internship Experience ends (for any reason), the faculty or staff member must close out the Internal Internship Experience by notifying the Provost's Office in writing of the reason for the Internal Internship Experience differing from the Work Plan. If the Internal Internship Experience is part of the IDS 4941 internship hour requirement, the faculty or staff member agrees to help the student locate another internship experience to complete their required internship hours.



FACULTY/STAFF SIGNATURE: _____

DATE: _____

Please submit this form to your (Faculty) Department Chair/Division Director or (Staff) Supervisor.


Department Chair/Division Director or Supervisor, please submit completed form to Melissa Vazquez, Director of Academic Affairs.

APPROVALS

FACULTY: Department Chair/Division Director | STAFF: Supervisor

Approved Denied Date: _____

Print Name _____




Signature _____

PROVOST, or Designee

Approved Denied Date: _____

Print Name _____



Signature _____