



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.

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 acknowledge 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 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

Optimize your interactions with the employer

Leverage your research experiences

Yield and listen before responding to the interview questions

Canvas Career Connections

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

Pairris Jones

[@floridapoly.edu](mailto:pairris.jones@floridapoly.edu)

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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:

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 . An ideal time to complete an internship experience is the summer between the student's junior and senior year .

Internships that are not connected with the IDS 4941 course should also be reported

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 , 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.

General Internship Information

General Internship Tips:

As much as possible, an internship should be flexible to accommodate a student's class schedule.

Regarding (Required course for graduation) IDS 4941:

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-
-
-
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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 work station 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.

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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.

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: Proposed Internal Internship Experience Learning Objectives

Proposed Learning Objectives for Internal Internship Experience:

1.

2.

3.

Step 2: Budget

On a separate sheet, please include a plan on the budget and proposed funding source for the Internal Internship Experience.

Please address a) supplies needed b) additional resources needed and c) salary for intern.