



INTERNSHIP GUIDE >>



INTERNSHIP BEST PRACTICES

In an effort to create consistency of understanding between students, colleges, universities, and employers, the National Association of Colleges and Employers (NACE) defines internships as follows:

*"An internship is a form of **experiential learning** that **integrates knowledge and theory** learned in the classroom with **practical application** and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for **career paths**; and give employers the opportunity to **guide and evaluate talent**."*

MEANINGFUL LEARNING EXPERIENCES >>

Internships should provide genuine opportunities for students to learn about their desired career path outside of a classroom environment. Main components of an internship as identified by the USF St. Petersburg Career Center are as follows:

- Must be aligned with the student's chosen major.
- Must include specific measurable learning objectives/outcomes.
- Must be closely supervised to ensure the intern is receiving guidance and performance feedback.
- Should allow the intern time to reflect on learning objectives and the experience.

Some examples of learning objectives/outcomes include:

- The intern will develop a thorough understanding of the employer's online personality and preferred use of marketing tools.
- The intern will learn transaction tax laws and regulations.
- The intern will observe ten family therapy sessions and provide a written summary of each session.
- The intern will write and submit two grant applications.
- The intern will attend five media events: press launches, court sessions, and council meetings.

PART-TIME JOBS VS. INTERNSHIPS >>

Both part-time and internship positions should be more than getting coffee and making copies, although those tasks might be incorporated into an overall experience. However, an internship should be directly connected to a student's academic field or major and include some type of related training or project. Another important part of an internship is dedicated reflection of how classroom learning applies to professional experience.



Contact us to learn more about creating an internship program

careercenter@usfsp.edu or 727-873-4129

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TYPES OF INTERNSHIPS

Use the following guidelines to assess your internship before posting with the university.

PAID INTERNSHIPS >>

The most in demand internships are paid internships. These opportunities are often offered in the private sector or in large organizations. They are designed to pay students to learn while they work. Employers offering paid internships are generally for-profit entities, evaluating interns as potential full-time employees upon graduation, and/or have short-term large project needs. Compensation can be determined by the employer; however, most offer comparable hourly wages, stipends, and license/tuition reimbursement.

UNPAID INTERNSHIPS >>

Unpaid internships are opportunities that do not offer any form of monetary compensation for the student. These internships are generally reserved for non-profits and state or local government agencies. Unpaid internships are scrutinized heavily by [the U.S. Department of Labor \(Fair Labor Standards Act: Fact Sheet #71\)](#). The primary beneficiary test is used to determine if the student can be considered an intern. At USF St. Petersburg, adherence to the following is required.

1. The intern and employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee.
2. The internship provides training similar to that given in an educational environment.
3. The internship is tied to formal education program through coursework/academic credit.
4. The internship accommodates the intern's commitments to their academic calendar.
5. The internship is limited to the period in which the experience provides beneficial learning.
6. The intern's work complements, rather than displaces, the work of paid employees.
7. The intern and employer understand there is no entitlement to a paid job at the conclusion.



Visit www.dol.gov/whd/regs/compliance/whdfs71.htm to learn more about The U.S. Department of Labor regulations and Fact Sheet #71

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TYPES OF INTERNSHIPS (CONTINUED)

In addition to determining the amount of monetary compensation (if any), employers must decide whether internships should be offered on a for-credit or not-for-credit basis.

FOR-CREDIT INTERNSHIPS >>

Students with for-credit internships earn university credits that count as an academic or extracurricular semester course. Often, they are related to a student's academic discipline and must be approved by the university via an academic department*. Generally, they also require the completion of various forms of documentation throughout the duration of the academic semester or year. Examples include but are not limited to the following documentation:

- Journals
- Essays
- Presentations
- Mid-term/final evaluations

**The USF St. Petersburg Career Center does not award academic credit for internships.*

NOT-FOR-CREDIT INTERNSHIPS >>

In a not-for-credit internship, students do not earn university credits for their internship experience. Not-for-credit internships can last a semester, a summer, or an entire year. Even though no credit is received, the university must approve the internship posting through Handshake, our job search database. By establishing an approval process, USF St. Petersburg can ensure that students are offered a meaningful learning experience.

RECRUITING AT USF ST. PETERSBURG

POST ON >> HANDSHAKE

Posting internships on our online job board, Handshake, is a great recruitment tool and an entirely FREE service for our employers. All internships are upheld to the standards and D.O.L. Fair Standards Labor Act requirements outlined in this document. The USF St. Petersburg Career Center reserves the right to deny or remove postings at any time.

Questions? Visit www.usfsp.edu/career/for-employers for additional information