



FLORIDA STATE UNIVERSITY
PANAMA CITY

INTERNSHIP GUIDE

A toolkit for employers



CREATE A PARTNERSHIP

Internships are a win-win.

With an intern, employers can accomplish more. The company benefits from an infusion of fresh ideas and perspectives, and there are opportunities to test new projects while shaping the future generation of professionals.

Students learn about an industry while acquiring some of the necessary skills for success. Internships are an opportunity to build a relationship with an employer in their field of interest.

Building relationships between students, workforce, education and business helps keep our community's talent in the area.

72.7 %

of employers extended a full-time job offer to interns. Of the 72.7% of interns who received a full-time job offer, **85.2%** accepted the full-time job offer.

According to The National Association of College & Employers 2016 Internship and Co-op Survey



WHAT IS AN INTERNSHIP?

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; employers gain the opportunity to guide and evaluate talent.**

The National Association of Colleges and Employers (NACE)

TYPES OF INTERNSHIPS

Apprenticeship

Interns try out a job or profession, usually with an experienced professional in the field to act as a mentor. Apprenticeships are a type of on-the-job training that may lead to certification. Many skilled laborers learn their trade by doing an apprenticeship.

Clinical

Interns gain hands-on experience directly tied to an area of study. Clinicals can take the form of nurse anesthesia students participating in a hospital-based experience or child development and education students contributing to day care or classroom activities.

Field Work

Interns explore and apply content learned in the classroom to a specified field experience outside the academic setting, which can range from government agencies and schools to business settings.

Practicum

Interns develop competencies and apply previously studied theory and content. Interns may design and develop a project in which they apply knowledge and develop skills, such as a graduate student preparing the components of an online course.

Service Learning

Interns address identified community need areas through organized service. Learning is combined with classroom instruction, and interns gain a sense of civic responsibility, engagement and reflection.

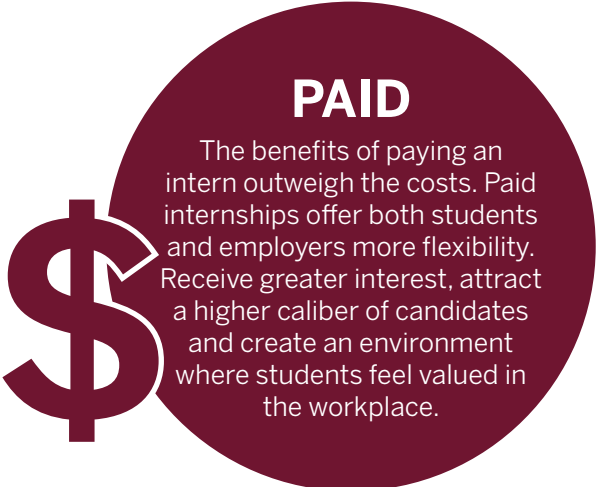
Student Teaching

Interns demonstrate their professional competencies, knowledge, and skills needed to qualify for professional certification to help students in PK-12 settings.

Volunteer

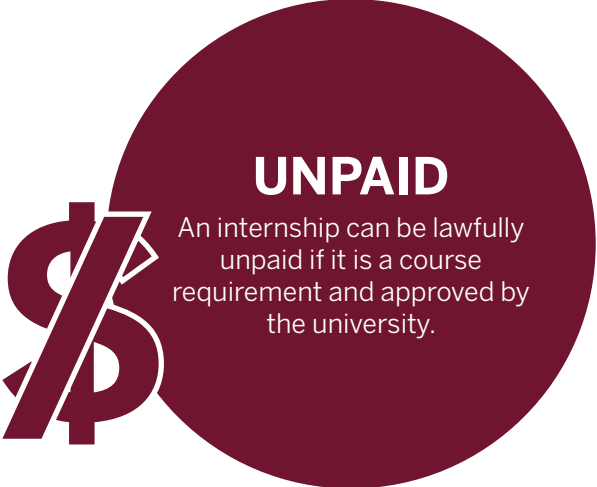
Interns work, usually in service of some kind, and build relationships that benefit both themselves and their community or an organization. The work is typically unpaid.

PAID



The benefits of paying an intern outweigh the costs. Paid internships offer both students and employers more flexibility. Receive greater interest, attract a higher caliber of candidates and create an environment where students feel valued in the workplace.

UNPAID



An internship can be lawfully unpaid if it is a course requirement and approved by the university.

GET STARTED



1

START WITH THE ROLE

Create a position description including key tasks, intended skill development or outcomes. State the duration of the internship and application details.

2

POST POSITIONS IN HANDSHAKE

Visit **career.fsu.edu/nolenetwork** to register and post intern positions university-wide, including Panama City and Tallahassee. For posting help, email **internships@pc.fsu.edu**.

3

LET US HELP YOU

Our FSU Career Center liaison can help you maximize your recruiting efforts. Email **internships@pc.fsu.edu** for assistance. For additional resources, visit **career.fsu.edu/employers**.



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BENEFITS OF HOSTING AN INTERN

Interns provide

- Fresh ideas and perspectives on problems facing the organization.
- Assistance with projects or tasks that need completing.
- Potential insight on new approaches in marketing, communication and technology forms of social media.

Internship programs provide

- Increased brand visibility and product knowledge for your organization at FSU Panama City.
- A low-risk training ground for future full-time professionals within your organization.
- Supervision and management experience for your entry level employees.
- The opportunity to show interns the benefits of working within your industry.

FSUPC ACADEMIC PROGRAMS

Industry is rapidly changing. We are working to create a generation of students who are prepared to enter the ever-changing workforce.

Whatever the intern position, FSU Panama City has a student who is ready to take on the challenge.

Learn more about our academic programs at pc.fsu.edu.



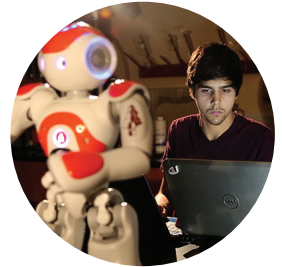
ACCOUNTING



**BUSINESS
ADMINISTRATION**



**COMPUTER
PROGRAMMING &
APPLICATIONS**



COMPUTER SCIENCE



COMMUNICATION



CIVIL ENGINEERING



**COMPUTER
ENGINEERING**



**ELECTRICAL
ENGINEERING**



**MECHANICAL
ENGINEERING**



**SYSTEMS
ENGINEERING**



**ELEMENTARY
EDUCATION**



ENTREPRENEURSHIP



HOSPITALITY



NURSE ANESTHESIA



PSYCHOLOGY



PUBLIC HEALTH



**PUBLIC SAFETY &
SECURITY**



**RECREATION, TOURISM
& EVENTS**



**SOCIAL SCIENCE,
INTERDISCIPLINARY**



SOCIAL WORK

INSPIRE SUCCESS

We want our students to be able to contribute to your organization in a meaningful way. We also know that sometimes it's handy to have some guidance for how to make this happen.



Immerse the intern into the organization — introduce them to staff, give a tour of the workplace and provide information on breaks, office facilities, work hours and dress code.

Designate a mentor/supervisor to the intern.

Bring the intern on-board at a reasonable pace.

Don't expect the intern to arrive knowing all the skills necessary to get the job done — identify and provide reasonable training and support.

Ensure activities provide structured and relevant learning opportunities.

Include your intern in staff meetings and planning sessions.

Ensure the supervisor regularly checks-in and provides feedback throughout the experience.

Make the intern feel like part of the team (a coffee or lunch goes a long way).

TIPS & TRICKS

10 Tips for an Effective Position Description

1. Keep it concise.
2. Use adjectives that accurately describe your company environment and culture (team-oriented, fast-paced, etc.).
3. Include information about your organization, such as history, mission statement and size.
4. List qualifications, including skills, experiences and interests you are seeking.
5. Provide dates of employment.
6. Provide a sample work schedule and number of hours required for each week.
7. Provide a description of the compensation package. The compensation package is not limited to just monetary items. This can include professional development opportunities, certification, uniforms, etc.
8. List application procedures.
9. Try to use language that objectively and professionally describes the position.
10. Convey the organization's mission, vision and values.

Making an Internship Offer

Making an internship offer is similar to making a permanent, full-time offer. Candidates are often considering, applying to and interviewing for many other internships. When you believe you have found an ideal candidate, we recommend you make an offer as soon as a decision has been made. Once the applicant has accepted the offer, set a work schedule, agree on compensation and complete all appropriate paperwork. Once the internship offer has been accepted, be sure to remove your internship posting from all outlets.

SUPERVISING YOUR INTERN

Interns will look to their supervisors for guidance in navigating their transition to the professional world. Meet with the intern regularly; these meetings should serve as check-ins on the intern's work, as well as time for feedback on the intern's experience and performance.

A supervisor should:

- Provide leadership and motivation
- Maintain open communication
- Delegate tasks as it relates to the intern's professional development
- Provide industry and job-specific training
- Provide mid-semester and final evaluations

Make sure to reinforce positive attitudes, and encourage the intern to keep a portfolio of work throughout the experience. This will help the intern reflect when the internship has been completed and will provide a sense of accomplishment and professional growth. When providing an evaluation to the intern, be sure to include feedback on the intern's timeliness and ability to take and follow direction. Mention areas that need growth and development, as well as areas in which the intern excelled.

Evaluating the intern:

Intern evaluations will help the internship supervisor improve the internship program by determining what works and what does not.

A intern completing an internship may be evaluated at the following intervals:

- **The first evaluation** should be done soon after the starting date, usually at the end of the first week. The purpose of this meeting is to make sure everyone's initial expectations are being met.
- **The second evaluation** should come about mid-way through the internship. This is a good chance to assess progress made towards assigned goals and determine which resources are necessary to complete assignments.
- **A final evaluation** should occur during the last week of the intern's commitment. This gives the employer the opportunity to measure the intern's impact on the organization, determine if the company's needs were met and comment on the intern's strengths and areas of improvement. The intern can also reflect on the experience and assess how he or she has benefited.

LET'S CONNECT

Have more questions? We are here to help you find your next star.
Post your internship opportunity now at **fsu.joinhandshake.com**.

✉ internships@pc.fsu.edu

☎ 850.770.2161

in linkedin.com/school/FSUPanamaCity

🌐 career.fsu.edu/employers



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