STETSON UNIVERSITY

Stetson University Internship Posting Policies

Career and Professional Development
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Please include the following information when posting internship positions on HatterJobs:

About the Internship
Roles and Responsibilities/Duties/Position Title
- The internship should meet the criteria of the National Association of Colleges and Employers (NACE)
- Responsibilities should not include more than 20% clerical work
- There is supervision by a professional with expertise and educational and/or professional background in the field of the experience
- Internships may not be home based and all locations must have a commercial entrance open during regular business hours
- Virtual internships: please see Virtual Internships Criteria

Internship Description
- Include structured and planned learning activities that use concepts students are learning in the classroom. In addition, include mentoring and networking activities. These educational elements help distinguish the role between a part-time job and internship.

Candidate Qualifications and Application Process
Experience and Qualifications
- State required and preferred items (e.g. GPA, degree needed, skills desired, etc.)

How to Apply
- Provide instructions on how to submit application documents including contact information (email, mailing address, phone number, etc.)
- Outline what is needed for a complete application (resume, cover letter, writing sample, etc.)

About the Company/Organization
Company/Organization Information
- Contact information for general questions (name, telephone number, email)
- Location (city, state, country, etc.)
- Company/Organization's website
- Explain the organization's purpose and provide a brief description of your company/organization

Miscellaneous
Application Dates, Hours and Compensation
- Identify the application submission dates
- Internship duration (weeks), approximate start/end dates (e.g. mid-May through early-August)
- Average hours per week
- Identify compensation (If not offering a wage, review the Fact Sheet #71: Fair Labor Standards Act, Internship Programs to ensure federal compliance.)

Credit
- Awarded by the academic department, not Career and Professional Development or the employer
- Credit does not equal compensation

Adapted from University of Connecticut, Center for Career Development Internship Posting Criteria

Last updated on July 27, 2017

<u>Timeline</u>
- Summer Interns: suggest posting January-April. Interns start mid-May, end early August
- Fall Interns: suggest posting May – August. Interns start early Sept., end early-Dec.
- Spring Interns: suggest posting March-December. Interns start mid-Jan., end late-April.

Virtual Internships*

Internships should have a focus on the learning experience for the student, including the environment in which that learning takes place. For optimal learning, students need to be in a physical environment with individuals with whom they interact on a regular basis. They need to learn interpersonal skills, office politics, and how to navigate 'real-world" situations. As such, virtual internships, where students work remotely, can only be approved if the following criteria are met.

- Companies/Organizations must be an established, legitimate business or non-profit, as evidenced by considerations such as a physical location, website, history of offering paid employment, listed telephone number, tax ID number, etc.

- Internship supervisors must provide a detailed position description that meets the criteria of an internship as outlined by [NACE](#).

- The organization's internship site mentor should maintain regular contact with the student including providing feedback on tasks and projects; for example, via weekly virtual meeting on Skype, Gmail video chat or a similar technology. This meeting will be used to provide more personalized feedback to the student and correct any issues. This face-to-face meeting is a time for project planning, review of progress made, feedback and mentoring.**

- Internship supervisors provide students with an on-line project management tool (Office 365, Google Docs, etc.) so they can access and monitor students' work on a consistent basis

- The company/organization should make the virtual intern a part of regular operations as much as possible; for example, including them in face-to-face opportunities such as company meetings or client visits.

- Provisions should be made for students to interact with other professionals besides their supervisor through activities such as field work or networking events

*   Please note: For safety and liability reasons, students are not allowed to intern out of individual's private homes
**   If the virtual internship in in the local area (a reasonable drive from campus), the employer should meet with the student in a public place (e.g. coffee shop, restaurant) once a week.