

## Stetson University Internship Posting Policies

Career Success

[stetson.edu/administration/career/](http://stetson.edu/administration/career/)

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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 an 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 Success or the employer
- Credit does not equal compensation

### Timeline

- 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 students 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 online project management tool (Office 365, Google Docs, etc.) so they can access and monitor students' work consistently
- 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 fieldwork or networking events

\* Please note: For safety and liability reasons, students are not allowed to intern out of individual private homes