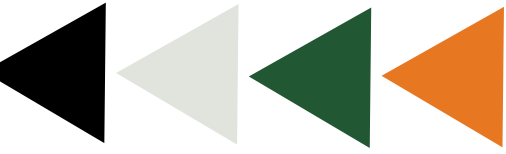


The FAMU logo is located in the top left corner of the image. It consists of the letters "FAMU" in a bold, white, sans-serif font, set against a solid orange rectangular background. The background of the entire page is a photograph of a professional networking event. In the foreground, a woman with dark hair, wearing a black blazer over a white collared shirt, is smiling and looking towards the left. She is holding a white name tag and a stack of papers. In the background, a man with a beard, wearing a grey suit and a blue shirt, is also visible, looking towards the left. The overall atmosphere is professional and positive.

FAMU

CAREER + PROFESSIONAL DEVELOPMENT CENTER

EMPLOYER RESOURCE + INTERNSHIP GUIDE



CPD CENTER

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INTRODUCTION

The Florida A&M University (FAMU) Career and Professional Development Center is happy to have you as a partner in our recruitment efforts. We are confident that you will meet some outstanding individuals capable of making positive contributions to your organizations during your interactions with our staff and students.

We encourage you to take advantage of our many services and contact us if you have questions or concerns – it is only through working together that we can have a mutually rewarding relationship. This Employer Guide was designed to highlight the many services we provide and detail the many advantages of partnering with our Career and Professional Development Center. Enclosed you will find details regarding our recruitment services, as well as experiential learning information. We desire that this document will prove useful throughout your recruitment efforts.

As always, our competent and dedicated staff is available to assist you in identifying potential recruits, providing information, scheduling, and arranging interviews. At the Career and Professional Development Center, our goal is two-fold, to assist you in the process of meeting your company's needs for qualified, well-educated employees, and second, to provide our students with a wide array of employment options from which to set sail on their professional careers.

The Florida A&M University Career and Professional Development Center Employer Relations Team



CPD CENTER

LOCATION & TIME -

The Career and Professional Development Center (CPD Center) is located at the Center for Access and Student Success (CASS), Suite 309, 1735 Wahnish Way, Tallahassee, FL, 32307.

Our hours of business are Monday through Friday, 8:00 AM. to 5:00 P.M.

SERVICES AVAILABLE -

Reserved parking is offered to employers participating in any CPD Center event. Parking instructions will be provided to you before your event with the CPD Center.

While visiting, employers may use copier, shredder, and fax machines. In addition, employers may also have guest access to the Internet.

CPD CENTER TEAM

PHONE: (850) 599-3700
FAX: (850) 599-3353
Email: CPDCenter@famuedu

The department's website, which includes comprehensive information, is located at CPDCenter.FAMU.edu.

To connect with the Employer Relations Team who can best address your questions or concerns, don't hesitate to contact our Employer Relations Coordinator, Kindrea Hill at (850)-599-3909, Kindrea.Hill@famuedu.

DIRECTOR -

Dr. Bill Means, Bill.Means@famuedu

ASSISTANT DIRECTOR -

Marie Smallwood, Marie.Smallwood@famuedu

EMPLOYER RELATIONS COORDINATOR -

Kindrea Hill, Kindrea.Hill@famuedu

EXPERIENTIAL LEARNING COORDINATOR -

Charlene Howard, Charlene.Howard@famuedu

OFFICE MANAGER -

Leola Moore, Leola.Moore@famuedu

CAREER SPECIALISTS -

Sean Collins, Sean.Collins@famuedu

School of Business and Industry; School of Journalism and Graphic Communication

Ashley Williams, Ashley.Williams@famuedu

College of Social Sciences Arts and Humanities; School of the Environment

Mia Zeigler, Mia.Zeigler@famuedu

College of Pharmacy and Pharmaceutical Sciences; School of Allied Health Sciences; School of Nursing

Additional Colleges/Schools:

College of Education; College of Law; College of Agriculture and Food Sciences; College of Science and Technology; FAMU-FSU College of Engineering; School of Architecture and Engineering Technology

RESOURCES AT FAMU

HANDSHAKE

Recruiting students and alumni at FAMU starts by creating an account on Handshake. This allows organizations to post internships and full-time job opportunities, attend FAMU Expos and Fairs, host events, and much more. Creating an account is free.

FAMU is working to drive all students to find opportunities on Handshake. With this effort, the CPD Center does not post jobs, events, flyers, or send targeted notifications to students and alumni on the organization's behalf.

POSTING JOB AND EXPERIENTIAL LEARNING OPPORTUNITIES -

- Create an account in the Handshake system at <https://app.joinhandshake.com>
- Choose "Florida A&M University" as the school you want to recruit
- A FAMU team member will approve the account
- Once the account is approved, the employer may post the job or Experiential Learning opportunity.
- FAMU Representative will approve the position (2-3 business days)

For directions on creating your account or posting your position(s), please visit <https://support.joinhandshake.com/hc/en-us/categories/202707307-Employer>

NACE

Established in 1956, the National Association of Colleges and Employers (NACE) is the leading source of information on the employment of the college-educated. The professional association connects more than 5,200 college career services professionals at nearly 2,000 colleges, and universities nationwide and more than 3,000 HR/staffing professionals focused on college relations and recruiting.

NACE forecasts trends in the job market; tracks legal issues in employment, job search, and hiring practices; and provides college and employer professionals with benchmarks for their work. NACE provides research and information to its professional members through NACEWeb, a survey of starting salaries for new college graduates, a quarterly journal, a biweekly newsletter, and surveys of employer and college members.

BUILD YOUR BRAND AT FAMU

The following information may be of assistance to you or your organization for reporting purposes or for building your relationships with students at FAMU. You are encouraged to utilize these resources as they are current and will assist you with your initiatives.

DEMOGRAPHICS


The University's Office of Institutional Research posts comprehensive data that address many of these questions. We recommend the following resources to address your particular question.


Historical overview and University data may be found at: <http://www.famu.edu/index.cfm?AboutFAMU&History>.

For information regarding degrees conferred by school or college, please refer to <http://www.famu.edu/index.cfm?a=oir#>.


Information about the composition of the student body may be found at <http://www.famu.edu/index.cfm?a=oir#>. (This website provides student enrollment information by various classifications.)

FALL 2020 ENROLLMENT

 **9,179**
Total Enrollment

 **6,018 Female**
3,161 Male

 **7,737 Full-Time**
1,442 Part-Time

 **7,288 Florida Resident**
1,891 Non-Florida Resident

COLLEGES/SCHOOLS ENROLLMENT NUMBERS

Fall 2020 Enrollment Data

COLLEGE OF AGRICULTURE AND FOOD SCIENCE	309
COLLEGE OF EDUCATION	453
FAMU-FSU COLLEGE OF ENGINEERING	409
COLLEGE OF LAW	474
COLLEGE OF PHARMACY AND PHARMACEUTICAL SCIENCES	722
COLLEGE OF SCIENCE AND TECHNOLOGY	1069
COLLEGE OF SOCIAL SCIENCES ARTS AND HUMANITIES	2021
SCHOOL OF ALLIED HEALTH SCIENCES	1223
SCHOOL OF ARCHITECTURE AND ENGINEERING TECHNOLOGY	243
SCHOOL OF BUSINESS AND INDUSTRY	972
SCHOOL OF THE ENVIRONMENT	509
SCHOOL OF JOURNALISM AND GRAPHIC COMMUNICATION	348
SCHOOL OF NURSING	89
UNDECLARED	307

ON-CAMPUS VISITS

CPD CENTER EMPLOYER EVENTS -

(Registration information will be sent by email and on request until all available slots are full.)

- Mock Interview Days
- Networking Mixer (day before the All Majors Career and Internship Expo)
- Resume Cafe
- Workshops & Classroom presentations

ROOM RESERVATIONS -

Employers are welcome to make their own arrangements for recruitment initiatives if they wish. The CPD Center will assist with directing your organization to the campus systems to secure a room(s) suitable for your event. Please note, some rooms may incur a fee. For information regarding room reservations, please contact Kindrea Hill at Kindrea.Hill@famu.edu

FOOD AND BEVERAGE -

There are various food options on campus to choose a snack, lunch, or dinner from. These on-campus options can be found at <http://www.metzfamu.com/>.

ON-CAMPUS PARTNERSHIPS

FACULTY COLLABORATION -

Working with faculty and staff at FAMU may lead to greater awareness of your organization and your recruiting needs. Opportunities for collaboration may include but are not limited to in-class presentations, sponsorship of academic projects, opportunities to teach or guest lecture, or sponsorship of scholarships.

Please visit <http://www.famu.edu/index.cfm?academics&CollegesandSchools> for links to individual academic departments and their faculty listings.

STUDENT CLUBS AND ORGANIZATIONS -

Employers often find it beneficial to work with student clubs and organizations, become involved in club meetings or events, or present general information sessions. For a complete list of campus organizations, faculty advisors, and student organization leaders, please visit: <https://famu.campuslabs.com/engage/organizations>

DIVERSE POPULATIONS -

Center for Students with Disabilities (CeDAR)

<http://www.famu.edu/cedar>

Department of Military and Veteran Affairs

<http://www.famu.edu/militaryandveteranaffairs>

Office of International Education and Development

<http://www.famu.edu/oied>

RECRUIT AT FAMU

Recruitment activities are held throughout the year and managed on HireARattler powered by Handshake, our career management system.

ON-CAMPUS EVENTS

FAMU CAREER EXPOS/FAIRS -

(Registration will be listed on Handshake)

- Fall All Majors Career and Internship Expo - September 29, 2021
- Health Professions - October 20, 2021
- Spring All Majors Career and Internship Expo - January 26, 2022
- Education and Social Sciences, Arts, and Humanities - March 9, 2022

CPD CENTER EMPLOYER EVENTS -

(Registration information will be sent by email and on request until all available slots are full.)

- Employer Snack Chat (Information Sessions)
- Information Tables
- On-Campus Interviews

SOCIAL MEDIA

Follow the Career and Professional Development Center on all social media platforms and tag us in your post.



Facebook: Florida A&M University Career and Professional Development Center



Instagram: @HireARattler_



LinkedIn: Florida A&M University Career and Professional Development Center



Twitter: @HireARattler

Use the hashtag #HireARattler when posting on social media before, during, and after FAMU recruitment events.

INTERNSHIPS AT FAMU

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 (National Association of Colleges and Employers: NACE, 2018). Internships give students the opportunity to gain valuable applied experience, make connections in their professional field, and gain prospects of career options and career paths.

INTERNSHIPS REQUIREMENTS

AN INTERNSHIP MUST BE -

- Related to the intern's intended career field or coursework;
- Facilitated by an internship supervisor who provides regular constructive guidance, evaluation, and feedback;
- Targeted towards a learning objective to allow student engagement and reflection throughout the course of the internship.

INTERNSHIPS DIFFER FROM OTHER JOBS BECAUSE -

- Internships provide specific learning objectives;
- Allow students to learn and apply practical skills gained in the classroom;
- Temporary paid or unpaid type of employment;
- Specific evaluation timelines for full-time employment considerations.

EMPLOYERS MUST PROVIDE -

- Physical office space (office space cannot be located inside the home unless the internship is remote/virtual);
- General liability insurance coverage (consult with your insurance provider or legal team for verification);
- Direct in-person supervision;
- An evaluation of your intern.

INTERNSHIP POSITION DESCRIPTION

Writing an internship description can be as easy as ABCD.

ACADEMIC FOCUSED -

Articulate and include learning outcomes and transferable classroom connections.

BRAGG DIFFERENT -

Benefits that interns will gain from your opportunity.

CONCISE INFORMATION -

Clearly outline all internship tasks, duties, responsibilities, and potential projects.

DECISIVE POSITION -

Describe the training that will be offered and what skills/experience will be gained.

VIRTUAL INTERNSHIPS

Virtual or remote internships are becoming more popular. Especially with the onset of Coronavirus (COVID-19). Good practices for virtual internships include:

- Scheduled weekly virtual meetings (video chat and screen sharing are recommended);
- Utilize online document-sharing tools (Google Docs, DropBox, etc);
- Utilize project management software;
- Allow instant updates and easier communication.

If the supervisor is in the local area, the supervisor can meet with the student in a public place weekly or bi-weekly in addition to virtual meetings. This face-to-face meeting can be a great time for mentoring, feedback, and additional project planning.

NOTE: Some academic departments on campus will allow virtual internships for credit with certain agreements in place, others will not. The student will need to work with his/her/their department to determine the next steps.



MICRO INTERNSHIPS

The concept of Micro-internships was pioneered by Parker Dewey.

“Micro-internships are short-term, paid, professional assignments that are similar to those given to new hires or interns.” They usually consist of 5 to 40 hours of work, and can occur any time of year. They are highly specific, project-based positions, often in areas like lead generation, content creation, or data entry.

Visit the CPDCenter.FAMU.edu for more information and to register.

INTERNSHIP COMPENSATION

The compensation varies from industry to industry. Paid internships must at least meet the state’s minimum wage criteria. Employers must comply with the Fair Labor Standards Act (FLSA). It is the sole responsibility of the employer/host of the site to determine if this criterion is met. Please consult legal counsel or the Department of Labor if more information or clarification is needed.

When setting compensation, it is also best practice to consider mean hourly wages across industries and jobs. The National Association of Colleges and Employers is a good resource for your company.

YEAR MEAN HOURLY WAGE

Mean hourly wage rate for bachelor’s-level interns: 2010-2019 (NACE 2019)

2019	\$19.05
2018	\$18.73
2017	\$18.06
2016	\$17.69
2015	\$17.20
2014	\$16.35
2013	\$16.21
2012	\$16.21
2011	\$16.68
2010	\$17.00



UNPAID INTERNSHIP

The Fair Labor Standards Act (FLSA) requires “for-profit” employers to pay employees for their work. However, interns and students may not be “employees” under the FLSA—in which case the FLSA does not require compensation for their work. The Department of Labor has developed seven criteria for identifying the primary beneficiary. All seven factors must be met to post an unpaid internship:

- 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.
- The extent to which the internship provides training would be similar to that given in an educational environment, including the clinical and other hands-on training provided by educational institutions.
- The extent to which the internship is tied to the intern’s formal education program by integrated coursework or the receipt of academic credit.
- The extent to which the internship accommodates the intern’s academic commitments by corresponding to the academic calendar.
- The extent to which the internship’s duration is limited to the internship period provides the intern with beneficial learning.
- 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.
- The extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job after the internship.

ACADEMIC CREDIT

The student should assume most of the responsibility when completing an internship for academic credit. However, you may be asked to complete an Internship Request Form, which includes intern supervisor, student responsibilities, projects, learning objectives, verification of liability insurance, compliance with FLSA, etc. Each academic department manages for-credit internships a bit differently. Still, you will likely be asked to complete an evaluation of the student’s performance, verify hours worked, or provide additional documentation. Please be sure to understand the deadlines for such materials and to provide them in a timely fashion. Your student intern can provide more detail on what their academic department requires.

INTERNSHIP PLACEMENT

The Career & Professional Development Center does not place students into internships and cannot guarantee student employment. However, every effort is made to market your internship position(s) and inform students about internship opportunities, and directly working with students, employers, and each College and School at the University. Paid internships typically receive a larger, more competitive candidate pool.

INTERNATIONAL STUDENTS

International students can be hired as an intern the same way you would hire a domestic student. The international student will be required to earn academic credit for their internship, but they can still get hired the same as any other candidate. The student may require to apply for CPT/OBT authorization before receiving an offer. Making job postings clear regarding the acceptance of international students and sponsoring a student; however, sponsorship is not required to hire international students but can be helpful.

INTERN ONBOARDING

It is recommended that you coordinate some type of onboarding orientation for your intern(s), similar to how you would treat a new part-time or full-time staff member. Items for inclusion could be a history of your organization, an explanation of the organizational structure, rules, policies, expectations, and a review of the student's learning objectives and goals. Also, you will be responsible for providing the necessary equipment/materials for the intern to successfully complete their internship (computer, office space, applicable software, etc.).

INTERN INCIDENTS

Employers are urged to report any incident as soon as possible to the Career & Professional Development Center to permit both the university and the host site the opportunity to intervene promptly. All complaints should be filed as quickly as possible. All interactions during the intervention will be documented and kept on file in our office.

INTERNSHIP OFFER REQUIREMENTS

The Career and Professional Development Center has established these guidelines to provide both students and employers a fair, transparent, and up-to-date framework for managing the offer phase of the recruitment process:

- For all offers extended for summer internships or full-time employment, employers should allow students until October 22 or a minimum of two weeks from the date of the written offer, whichever is later, for students to accept or decline any offer.
- For all offers extended during Summer 2021 accelerated recruitment for Summer 2022 internships, students must be given a deadline of October 22, 2021, or a minimum of two weeks from the date of the written offer, whichever is later.
- Employers should be flexible in granting offer extensions on a case-by-case basis if the circumstances warrant it.
- The written offer should clearly state all appropriate terms and conditions, including, but not limited to, position title/description, location, benefits, start date, salary, bonuses, etc.
- All bonuses or other incentives remain in full effect for the entire duration of the offer period.
- Students are encouraged to contact employers well before the offer deadline if they have any questions or concerns about their offers, including needing more time to make their decisions.

INTERNSHIP OFFER DATE	ACCEPTANCE DEADLINE
Upon completion of a summer internship with the organization (return for fall internship)	October or Four weeks after the Fall Career and Internship Expo
After October	Two weeks after the formal offer

Students should confirm with their academic department to ensure they comply with the department's specific internship guidelines and procedures about the length of the internship. Usually, internships last the duration of the semester.

PROFESSIONAL PRACTICE STANDARDS

All employers who wish to recruit students from Florida A&M University through the Career and Professional Development Center and its resources are required to comply with all Federal Equal Employment Opportunity Laws and the National Association of Colleges and Employers (NACE) Principles for Professional Practice.

The information provided in this guide is not legal advice and should be viewed as general information. Please consult your legal counsel for specific information.

On behalf of the Career and Professional Development Center, we look forward to working with you in the future. If you have any questions or concerns regarding our programs, services, or events, please do not hesitate to our Employer Relations Coordinator, Kindrea Hill at Kindrea.Hill@famou.edu

