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FLORIDA INTERNATIONAL UNIVERSITY



FACULTY  
INTERNSHIP  
MANUAL  
2023 - 2024

# TABLE OF CONTENTS

## OVERVIEW

*About FIU, Division of Academic & Student Affairs, and Career and Talent Development* 3

## RESOURCES FOR FACULTY

*List of resources*

## BEFORE THE INTERNSHIP

*What is an internship?* 2-3

*What are the benefits of an internship?* 3

## IDENTIFICATION & SELECTION OF AN INTERN

*Ethical and Legal Standards for the Prevention of Hand-Picking and Hiring Students* 4 - 5

*Family Educational Rights and Privacy Act (FERPA)* 5

## ADDITIONAL RESOURCES & INDUSTRY BEST PRACTICES

*List of resources - continued*

## QUESTIONS TO HELP STUDENTS DEFINE INTERNSHIP GOALS

*List of questions* 8-9

## RESOURCES TO HELP STUDENTS FIND & PREPARE FOR AN INTERNSHIP

*Career and Talent Development Workshops* 9

## DURING THE INTERNSHIP

*Keys to Internship Success* 10

## AFTER THE INTERNSHIP

*Networking and Maintaining Professional Contacts* 11

*Visiting Career and Talent Development Department* 11

*Reporting Internships to the University* 11

## HANDSHAKE

*How to utilize FIU's career platform* 11

## INTERNSHIP SEARCH SITES

*Website resources* 12 - 13

## OVERVIEW

### **Florida International University**

*Florida International University is an urban, multi-campus, public research university serving its students and the diverse population of South Florida. We are committed to high-quality teaching, state-of-the-art research and creative activity, and collaborative engagement with our local and global communities.*

### **Division of Academic & Student Affairs**

*The Division of Academic & Student Affairs at FIU is devoted to providing high-quality education opportunities and effective academic and student support services to optimize learner success. With nearly 50 departments, the division is committed to responding to the changing landscape of higher education and preparing students for the rigors of the 21st-century workplace, while providing a meaningful learning experience for students in and outside the classroom.*

*The division supports a well-rounded, workforce-ready student and fosters an enduring connection to the university by teaching civic responsibility, leadership, and commitment to service; nurturing an understanding of diversity; contributing to academic success by providing support services and experiential learning opportunities; and providing professional development and career recruitment opportunities. Our university community has a tradition of excellence, and you are part of this unforgettable journey.*

### **Career and Talent Development Department**

*Career and Talent Development (CTD) at FIU is committed to developing and delivering innovative career readiness programs for students and alumni, while engaging employers and stakeholders to foster mutually beneficial relationships that address the needs of an ever changing and diverse workforce.*

## RESOURCES FOR FACULTY

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### Before the Internship

#### 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; and they give employers the opportunity to guide and evaluate talent (National Association of Colleges and Employers - NACE).*

#### What types of internships are there?

##### **Credit/Non-Credit**

One option students need to explore is whether they can receive academic credit for their internship experience. Only the student's advisor/department can answer this. Earning academic credit is a great advantage to students who are trying to find ways to fit an internship into their already busy schedule, and it also helps to balance the fact that the internship they want may be unpaid. The requirements vary according to the student's department of study, so make sure the student gathers that information before they accept an opportunity.

##### **Paid/Unpaid**

Each internship experience is unique, and often, the choice to pay or not to pay is determined by industry, company size, and other factors. Some organizations will offer to pay a salary as well as airfare and/or housing, while others will provide a "one-time" stipend at the end of the experience. It is important to remember that while an internship may not be paid, it is still one of, if not the best way for college students to gain real-world experience. So, what the student is not getting paid in dollars and cents, they are getting paid in the experience and professional skills all employers seek in potential new hires after graduation. It is also a wonderful opportunity to begin building a professional network, which is vital for students' job search success.

##### **Full-Time/Part-Time**

There are a variety of internship options available to students, allowing them to cater their experience to their own schedule. Part-time internships typically require students to be present 15-25 hours a week. Part-time internships tend to be advantageous for students already working a part-time job or enrolled as full-time students. Employers understand that student interns have busy and non-traditional schedules, so they should be flexible in terms of adjusting their intern's schedule during mid-terms, finals, or vacations/holidays.

Full-time internships typically require students to spend around 40 hours a week at their internship site. Full-time internships tend to be paid or offered a stipend. They are advantageous for students because they allow them to spend extensive time developing professional skills, working on multiple projects, and establishing deep relationships with the employees at their respective sites. These can all still be achieved during a part-time internship, but with more hours per week comes more time to dedicate to their work and more time to shine in a professional environment.

Before deciding to accept a full-time internship, students need to consider their school and life requirements to make sure that they can balance everything. Most students who accept full-time internships will take evening or online courses during their internship, or they may take a semester off from classes to focus on maximizing their internship experience. Many students choose to seek full-time internship opportunities over the summer when they are either not in school or are taking a light course load.

### **Length of Internship**

Typically, the length of an internship is one semester, but there are also opportunities for year-long internships, or in some cases, shortened internship opportunities (for example, an internship during winter break, known as a “winternship”). The important thing for students to remember is that the search and application process needs to happen the semester before the semester they intend to start their internship. So, for example, if they are looking for summer internships, they need to begin the process during the spring semester.

Internships are not a new phenomenon, so in most cases, they are extremely competitive. This means students need to develop their professional resume and cover letter writing skills and practice their interviewing skills to distinguish themselves from other applicants. Encourage them to visit the Career and Talent Development Department to learn how to start this process.

## **What are the benefits of an internship?**

### **Helps your students gain the real-world experience all employers seek**

While volunteering and engaging in student organizations are great ways to develop personally and professionally, internships are the best resource available to help students gain the real-world experience employers covet, including critical thinking skills, excellent written and oral communication skills, and the ability to work in a team.

### **Promotes exposure to various fields**

A common mistake students make is that they choose a major that feels like a good fit for them and work hard to earn a degree, but they do not have experience working in the field before graduation. Then, they realize when they enter the workforce that the field they chose is not what they thought it was, and they want to find a new career.

One of the many great advantages of internships is they enable students to try out different careers before they graduate. If you are working with students who are currently undecided on their major or are stuck between one or two different majors (or even if they are confident in the major that they have chosen), multiple internship experiences can give them the exposure they need to make the best and most informed decisions for their career development.

### **Helps your students build their professional network**

As faculty, you are the experts in your field and can serve as a tremendous resource to your students. Many students are unsure how to build and maintain a professional network on and off campus, so your guidance during internships is vital.

### **Great resume boost**

Be sure to remind your students that without the real-world experiences and skills garnered through internships, their resumes may fall short in comparison to others competing for the same jobs.

### **Classroom → Internship → Job**

Internships are a great forum for students to apply and practice the knowledge they are learning in the classroom, all while gathering the skills that employers seek. For example, you teach a theory in your class that your students then see in practice or decide to implement at their internship. This not only makes them an asset to their internship employer, as they are bringing a fresh educational perspective to the workplace, but it also helps them bring real-world applications back into the classroom, thus strengthening their comprehension and performance as a student. This symbiotic relationship leads to the development of knowledge, experience, and skills that employers seek in new hires.

### **Identification and Selection of Student Interns**

Students are not the only ones interested in their success; their accomplishments are also very important to the university. Staff members in Career and Talent Development, admissions, development, alumni relations, and you, the faculty, have a direct investment in their achievement. The role you play in the employment process complements the role played by Career and Talent Development. Occasionally, however, helping students in their internship and job searches can result in unanticipated illegal or unethical actions. Because of the influence you have with both students seeking jobs and internships and employers seeking new talent, NACE has created this guide to assist you: <https://www.nacweb.org/career-development/organizational-structure/a-faculty-guide-to-ethical-and-legal-standards-in-student-hiring/>

Some guidelines for ensuring you stay within those legal and ethical parameters are as follows:

- All candidates should have equal access to the opportunity for open and free selection of employment opportunities consistent with their personal objectives and optimum use of their talents.
- Both colleges and employers should support informed and responsible decision making by candidates.
- All aspects of the recruiting process should be fair and equitable to candidates and employing organizations.

- Career and Talent Development professionals and faculty involved in recruiting should provide comparable services to all employers, regardless of whether the employers contribute services, gifts, or financial support to the college, department, or office, and regardless of the level of such support.
- As required by the [Family Educational Rights and Privacy Act \(FERPA\)](#), any disclosure of student information outside of the educational institution will be with prior consent of the student unless health and/or safety considerations necessitate the dissemination of such information. Both Career and Talent Development professionals and faculty will exercise sound judgment and fairness in maintaining the confidentiality of student information, regardless of the source, including written records, reports, and computer databases.
- Any recruitment activities through student associations or academic departments should be conducted in accordance with the policies of the Career and Talent Development Department and accepted ethical, equal employment and legal practices.

### **Ethical and Legal Standards for the Prevention of Hand-Picking and Hiring Students**

The Career and Talent Development Department does not place students in internships but provides resources for employers to identify and select quality FIU students and alumni.

Please visit the [NACE Faculty Guide](#) for further clarification.

- FIU Career and Talent Development accords equal opportunity to all placement registrants without regard to race, color, national origin, religion, age, gender, disability, pregnancy, sexual orientation, gender identity, military status, or veteran status.
- All employers recruiting through Career and Talent Development are likewise expected to conform to Equal Employment Opportunity regulations and related legislation in their recruitment and hiring practices.

### **The Family Educational Rights and Privacy Act (FERPA)**

“The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school corrects records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to



amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Directory information is the information available about a student that is not considered harmful or an invasion of privacy if disclosed. While FERPA and state law protect the privacy of educational records, directory information is not treated as confidential and may be disclosed by the university without student consent unless the student has placed a FERPA block via their MyFIU on their student account.

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

### **Additional Resources**

- [NACE 15 Best Practices for Internship Programs](#)
- [NACE Faculty Guide](#)
- National member organizations can offer excellent assistance. The following organizations, and their regional and/or statewide affiliates, should be consulted.

#### **National Society for Experiential Education (NSEE)**

19 Mantua Rd.

Mt. Royal, NJ 08061

Phone: 856-423-3427

Fax: 856-423-3420

Web: [www.nsee.org](http://www.nsee.org)

#### **National Association of Colleges and Employers (NACE)**

62 Highland Avenue

Bethlehem, PA 18017-9085

Phone: 800-544-5272



Fax: 610-868-0208

Web: [www.naceweb.org](http://www.naceweb.org)

**Questions to ask students when helping them define their internship goals:**

- What are their professional goals/career interests?
- What types of organizations are they interested in?
- Where do they want to pursue their internship?
- What is the right term? (Beware of deadlines)

**Resources to help students find an internship:**

- Career and Talent Development Department
- Networking (faculty, classmates, relatives, former employers, etc.)
- Major/Minor Department
- LinkedIn
- Career/Internship fairs
- Informational interviewing
- Company websites
- Create their own internship (prepare an internship proposal)
- Industry specific books/periodicals
- Employer information sessions

**How your student should prepare for their internship search and experience:**

- Attend Career and Talent Development Workshops:
  - Resume/Cover Letter Writing
  - Internships
  - Interviewing Skills
  - Networking Skills
  - How to Prepare for Career Fair
  - Salary Negotiations
  - Job Search Strategies
  - Branding with LinkedIn
- Have them schedule an appointment online with a Career and Talent Development career advisor through their Handshake account to discuss their internship goals and to map out a plan of action. (More information on Handshake in next section)

## During the Internship

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### Keys to Internship Success

During the student's internship, please encourage them to be professional, have a positive attitude, and stick with it. Faculty can play a key role in the success of the student's overall experience. Faculty are asked to motivate students to:

#### **Set Personal Goals**

While some internships are very structured, others are not, so students need to spend some time before they start the internship setting goals. These may include deciding on what area within a field they want to specialize in, learning new skills, or building their network. The student should then request from their internship supervisor and fill out a learning contract outlining their goals.

#### **Regular Meetings with Supervisor**

The site supervisor should set regular meetings with the intern to review the learning objectives and progress and address any issues or concerns. These regularly scheduled meetings should be in addition to any informal feedback provided throughout the internship.

#### **Avoid negativity.**

To preserve a positive internship experience, it's essential to steer clear of negativity. Therefore, students should refrain from expressing grievances, being impolite, disrespecting colleagues, arriving tardy or leaving early, having a closed mindset, failing to meet deadlines, displaying arrogance, dressing inappropriately, behaving unprofessionally, appearing inflexible, and engaging in office politics.

#### **Seek opportunities to learn more about the company/industry.**

Students should take every opportunity presented to them to attend company or industry meetings, conferences, and events; participate in training workshops; and read company materials.

- **Hint:** Meetings may appear boring to them, but these events often offer students a chance to increase their knowledge, network, and build relationships.

#### **Get Exposure**

Some of the best internships rotate students among departments and supervisors; but, if theirs does not, do not let that stop the student from tackling new tasks, meeting people outside their department, and attending company social events. The more they are exposed to innovative ideas and new people, the more they will learn.

- **Hint:** Joining the company softball team (or other informal group) is a terrific opportunity to meet new people in a relaxed and informal environment.

#### **Ask Questions**

The student should always remember that an internship is a learning experience. While the employer expects to get a certain level of work from them, they are not expected to know everything. They should seek advice and raise questions whenever they encounter something that is not familiar to them or to show interest and curiosity.

## After the Internship

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Faculty should encourage students to do the following once the student has completed an internship:

**Network and maintain professional contacts by:**

- Thanking the staff/supervisor at their internship.
- Meeting with their staff/supervisors leading up to the end of their internship.
- Maintaining regular contact with their internship office/organization.

**Visit their Career and Talent Development Department, which can assist them with:**

- Processing their internship experience, pulling out, and documenting the transferrable skills that they developed during their internship.
- Giving their resume a boost by adding their newly completed professional internship experience.
- Reflecting on and learning from their experience by answering questions such as:
  - What have you learned about your field, and what would you still like to learn?
  - Has this internship changed your ultimate career goals?
  - If you did not like your internship experience, was it the company culture that turned you off or the job tasks?
  - If you liked your experience, are you interested in further developing in that field, and how can you do that?
  - How have you grown from this experience? In what areas would you like to improve before your next professional experience?

**Report internships to the university.**

If you know of a student who completed an internship at FIU, ask them to report it to their respective Career and Talent Development Department. They can also ask their employer to contact the Career and Talent Development Department with basic information. FIU tracks internship experiences, which helps the university grow and opens future internship opportunities for the next generation of Panthers. Please help us in this pursuit!

## Handshake

Handshake is FIU Career and Talent Development Department's database of jobs, internships, and career-related events and opportunities. This service is specifically designed for FIU students and alumni. Please share the benefits of the Handshake with your students:

- Search jobs and internships posted only for FIU students.
- Participate in mock interviews and web-based practice interviews.
- Network at employer info sessions and meet-and-greets.
- Upload your resume online in Handshake.
- Set up job search agents in Handshake.
- Submit your resume to employers through Handshake.
- Participate in on-campus interviews.
- Access all our employment resources 24/7.

Students can access their Handshake account at [fiu.joinhandshake.com](https://fiu.joinhandshake.com).

## Internship Search Websites

- [InternshipPrograms.com](http://InternshipPrograms.com): Apply for internships directly within this database
- [Idealist.org](http://Idealist.org): Find nonprofit jobs, internships, and volunteer opportunities nationally and worldwide
- [Internships.com](http://Internships.com): Browse internships based on major, desired location, desired companies, compensation, and time commitment
- [Indeed](http://Indeed): Free internship search shows available opportunities from employer websites and job boards
- [InternZoo.com](http://InternZoo.com): Committed to maintaining current, accurate listings
- [CareerBuilder.com](http://CareerBuilder.com): Narrow internship search based on industry, field, job type, etc.
- [Simply Hired](http://SimplyHired): Search extensive database for internships by field, job type, etc.
- [Career Rookie](http://CareerRookie): Employment search website for students with database of internships, part-time jobs, and entry-level careers; allows students to post resumes and contains articles and other resources for job search
- [College Recruiter](http://CollegeRecruiter): Search employment opportunities and continuing education opportunities
- [InternJobs.com](http://InternJobs.com): Internships and entry-level jobs in more than 60 countries worldwide
- [Anyintern.com](http://Anyintern.com): Directory for internships in U.S. and abroad

## International Internship Sites:

- [Global Experiences](http://GlobalExperiences): Fee-based; international internships and work experience abroad, summer internships, fashion internships abroad, volunteer programs, teaching English as a second language, foreign language training, and similar programs
- [SummerInternships.com](http://SummerInternships.com): Fee-based; extensive internship opportunities around the world, including all-inclusive programs (guaranteed internship placement, housing, meal plans, six planned weekend activities to the best tourist attractions in the area, weekly seminar series, and daily transportation to and from work)
- [iHipo](http://iHipo): No cost to job seekers; a combination of social network and job site, users can browse hundreds of international job and internship postings, post a profile, and develop contacts
- [GoAbroad.com](http://GoAbroad.com): Thousands of international opportunities for study abroad, internships, and volunteering

## Federal Internship Sites:

- [Washington Center for Internships and Academic Seminars](http://WashingtonCenterforInternshipsandAcademicSeminars): Through its programs, students can earn academic credit while they gain practical experience, discover professional strengths and weaknesses, and evaluate career paths.
- [HACU \(Hispanic Association of Colleges and Universities\)](http://HACU): The HACU National Internship Program also operates out of the Washington, D.C., office, and places 500 student interns each year with federal agencies in the capital or in field offices around the country.
- [Congressional Hispanic Caucus Institute](http://CongressionalHispanicCaucusInstitute): The Congressional Hispanic Caucus Institute (CHCI) is one of the leading Hispanic nonprofit and non-partisan 501(c)(3) organizations in the country. CHCI was established in 1978 to help increase opportunities for Hispanics to participate in and contribute to the American policy-making process.

- [Washington Internship Institute](#): Search this database to find vital information about academic internships – mostly in government – in the Washington, D.C., area.
- <http://www.dcinternships.org/>: Washington, D.C.-based and virtual academic internship programs for undergraduate students.
- <https://www.usajobs.gov/studentjobs/>: Student Jobs is a part of USA Jobs, the federal government's official site for jobs and hiring information. Student Jobs lists internships, part-time opportunities, and entry-level federal government careers throughout the country (and in some cases, abroad).
- [AmeriCorps](#): AmeriCorps is an initiative of the US government to get more individuals to volunteer and work to address the critical needs of communities across the nation. AmeriCorps features opportunities with non-profits in a variety of sectors. It requires a part-time or full-time commitment for either a year or a summer. Participants receive a stipend as well as an education award.