

The Rollins Internship Program

Information for Employers: Internship Posting Policies

Center for Career & Life Planning

1000 Holt Avenue – 2757 • Winter Park, Florida 32789
careercenter@rollins.edu • Phone: (407) 646-2195

Internships vary from part-time jobs in that an internship must also, as a primary focus, offer the student meaningful exposure to a professional, college-level career field. Before submitting an internship to be considered for approval, please review the Rollins Internship Criteria below, outlining the basis for internship approval. If the position you are posting does not meet these criteria, consider instead submitting this position as a part-time job listing.

Four Easy Steps to Becoming an Internship Sponsor with the College

1. Review the *Internship Criteria* (listed on 2nd page) to determine if the position might qualify as a credit-bearing internship.
2. Post your internship position using our online posting system, **Handshake**. Listing an internship with Rollins is easy and free of charge! To post a position, please visit the *Post a Job or Internship* page on the Employers web site at <http://www.rollins.edu/employers>.
3. Be prepared for students to contact your organization requesting information about the internship. They will be instructed to ask for the contact person that is listed on the internship position posting. Interview and select the intern(s) who you think will be the best fit for your organization and the position. Be sure to discuss and agree upon the number of hours and times that the intern will work during the term.
4. Provide the intern with hands-on, professional-level projects and experiences throughout the term. Make sure the student will have sufficient assignments to cover their required work hours for the term.

Internship Criteria

Timing of the Internship

Internships are arranged to coincide with one of three academic terms--fall, spring and summer. Keep in mind that since students usually earn academic credit for their internships, the timing of the internship will need to coincide with the college's academic calendar. Students will usually contact you to apply for the internship prior to the term in which they plan to begin the internship and will most likely want to begin work within the first couple of weeks of the academic term. Thus, listing an internship position with our office mid-term is not likely to yield an intern until the following academic term. The academic terms at the college will vary from year to year but generally fall within the following time frames.

Fall Term late-August through early December

Spring Term mid-January through early May

Summer Term mid-May through early August

Students must register for their academic internships by posted registration deadlines each term. Although this date will vary from year to year, it typically falls during the first week of classes for each term. For an updated listing of academic internship deadlines you may call the Center for Career & Life Planning or visit the *Calendar* section on the Career & Life Planning Web site.

Hour Requirements for the Internship

To receive the maximum amount of credit (4 credits) for an academic internship, students need to complete a minimum of 160 hours at the internship site during the term. Students can receive a lesser amount of academic credit if they work fewer than 160 hours; however, students must work at least 80 hours at the site during the term in order to earn the minimum amount of credit offered (2 credits). Although the amount of time worked may vary and is primarily up to the employer, during fall or spring terms students generally work 12-15 hours per week for 14 weeks if they are seeking 4 credits. For summer internships, the number of hours worked ranges from 12-40

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hours per week. The length of the internship and amount of hours worked is negotiable between the student intern and the internship employer.

Approval Criteria

The Rollins Internship Program is designed to extend students' learning opportunities beyond the traditional classroom setting. The primary goal of the program is to provide an avenue for students to gain hands-on experience in professional work environments that relate to their academic and career interests. The program is structured to benefit both the student intern as well as the sponsoring organization. In order to insure that the minimum standards are met to grant academic credit for an internship, Rollins College has established the following evaluation criteria for internship site employers.

I. Breadth and Depth of the Experience

The internship needs to provide students with a broad overview of an industry and/or organization. In addition, students should be able gain a clear understanding of the career fields available to them after graduation. Students should also have the opportunity to engage in specific projects and activities at a professional level that will give them a more in-depth experience within specific areas of the organization. We request that routine clerical work and unsolicited sales calls make up no more than 20% of an intern's daily tasks as the goal of an internship is for students to learn about a career field and develop new skills and knowledge. However, if for example, the entire department is pitching in on a mass mailing, then the intern is expected to participate as well. Overall, the learning aspect of the internship should remain the principal focus of the experience.

II. Opportunity for Students to Apply Principles Learned In and Outside the Classroom

An internship should provide students with hands-on experience and a good sense of what a professional position working in the industry or career field would be like. In most cases, students should be able to directly or indirectly relate the internship experience to knowledge and skills that they have gained through college-level classroom instruction.

III. Opportunity to Observe Professionals in Action

It is important that student interns be able to observe professionals in their particular career field in order to gain an understanding of the type of work the occupation involves. When appropriate, we suggest employers encourage interns to participate in staff meetings, attend presentations, and sit in on meetings with clients. Additionally, interns should have the ability to speak and interact with professionals inside, as well as outside, of their own department to learn about different occupations and career paths.

IV. Opportunity to Develop Specific Skills

At the conclusion of the internship, students should have developed new skills or made improvements in existing skills. We encourage internships that concentrate on the following areas:

- ◆ research skills
- ◆ writing skills
- ◆ technical skills appropriate to the field
- ◆ presentation skills

V. Provisions for Supervision and Processing Time

It is important that the intern's supervisor provide adequate opportunities for students to ask questions and receive guidance on assigned projects. As feedback is a critical part of the learning process, there must be an on-site supervisor with a professional background in the career field represented by the internship directly assigned to the intern who can provide guidance throughout the experience. The on-site supervisor must be able to meet with their intern in person for short periods each week to make certain the student understands his/her work assignments and is receiving constructive feedback about their work performance. Due to the time requirements of supervision, we are generally not able to approve internships with start-up companies (companies operating less than 1-2 years).

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VI. Plans for Evaluation and Feedback to the Student and the Institution

The College provides the on-site supervisor with an intern evaluation form to complete and return. We encourage the supervisor to review this evaluation with students prior to sending it to the faculty internship instructor. Ongoing informal feedback is encouraged as well. Providing an intern with feedback about his or her job performance and skill areas provides a great learning opportunity for the student.

VII. Paid and Non-Paid Internships

Whether or not the intern receives pay for the work they do at an internship site is not considered by the College when evaluating the internship for academic credit. The decision to award credit is based on the internship employer's ability to provide the student with a quality learning experience in a professional setting in accordance with the program criteria. If you are able to provide payment to students, this may increase the number of applications you receive for the position, and it would certainly be an incentive for those students who have to maintain a part-time job throughout college to help cover expenses.

However, if you have legal questions regarding whether or not your internship position should be paid, we suggest you review the information on the Department of Labor's Wage and Hour Division Web site (<http://www.dol.gov/whd/regs/compliance/hrg.htm>), and the DOL "*Fact Sheet #71: Internship Programs Under the Fair Labor Standards Act*" available for download from the Employer section of the Career Services Web site, as well as seek counsel from your legal advisor.

VIII. Safe Work Environment

The internship site shall be responsible for providing the intern with a safe work environment. For safety reasons, interns are not allowed to work out of individual's homes and door to door canvassing/sales is specifically prohibited.

IX. Non-Discrimination and Sexual Harassment

In an effort to provide students with a safe and comfortable educational experience in their internship experience, we require internship sites to uphold the following standards:

All internship employers must meet **Rollins' Equal Opportunity in Employment Policy** that prohibits discrimination on the basis of race, color, religion, national origin, sex, age, sexual orientation, disability or veteran status. Discrimination against any individual for the above reasons is specifically prohibited except where sex, age or non-handicap is a bona fide occupational qualification.

All internship sites must also abide by and support the **Rollins College Sexual Harassment Policy** described below:

Unwanted and unsolicited sexual advances, requests for sexual favors, and other deliberate or repeated communication of a sexual nature, whether spoken, written, physical or pictorial, shall constitute sexual harassment when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, academic status or participation in the organization's sponsored activities;
2. Rejection of such conduct is used as the basis, implicitly or explicitly, for imposing adverse terms and conditions of employment, academic status or participation in organization sponsored events; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working or learning environment.

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Common Questions About the Rollins Internship Program

How does Career & Life Planning decide whether or not an undergraduate internship can be awarded academic credit?

The internship position description submitted through the on-line posting system, Handshake, is reviewed by our staff to ensure that the internship provides the type of experience described in the *Rollins Internship Criteria*. In general the internship should provide:

- ♦ activities and projects which are professional rather than administrative
- ♦ development of new skills and increasing responsibility
- ♦ an overview of several departments or an in-depth look at one department
- ♦ opportunities to observe and work with professionals, such as observing meetings with staff or clients
- ♦ an on-site supervisor with a professional background in the career field represented by the internship who provides orientation, training, and professional guidance
- ♦ an office space, desk or consistent and designated area for the intern to work while at the site

Do I have to fill out a new Posting Form every term?

No. If your undergraduate internship is one that you anticipate offering more than once, you will have the opportunity to indicate this on the **Handshake** posting form. We request confirmation of the continuance of the internship annually, but you can make changes more frequently simply by logging into your personal Rollins **Handshake** account.

If I have several undergraduate internship opportunities available with my organization, should I complete a separate posting form in Handshake for each internship?

Yes, because different internships within your organization may report to different people, pay differently, and have different job responsibilities, we request that you complete a separate posting form through Handshake for each internship offered.

Who selects the students for placement in an internship?

The sponsoring organization has the opportunity to select and hire the student who is the best fit for the internship. On the Handshake posting form, you can specify Application Procedures, such as having students submit resumes and/or cover letters to the identified contact person for your organization. In addition, we can work with you to establish appropriate objective screening criteria that you might want to include in the Desired/Required Qualifications section on the Handshake posting form, such as prior experience, year in college, or GPA.

What does Rollins require of its student interns receiving academic credit?

At the beginning of each semester, interns will be assigned an internship instructor. This instructor will provide the site supervisor with an e-mail or a letter verifying that the student is receiving academic credit for the internship, along with a course syllabus that details the requirements for earning credit. These requirements include learning objectives, reflective journals, time sheets, and papers. The internship instructor monitors the intern's progress, conducts a site visit, and grants academic credit upon the successful completion of the internship course requirements.

What is involved with the site visit?

Each semester, the internship instructor will visit the local internship sites currently sponsoring a Rollins student earning academic credit. It is the responsibility of the student intern to coordinate the site visit which should include the intern, the site supervisor and the internship instructor. The meeting lasts approximately 30 minutes during which time students' progress in meeting their learning objectives for the internship will be discussed.

For more information about the Rollins Internship Program, please feel free to contact the Center for Career & Life Planning at (407) 646-2195.

