



# A Pasco Business Guide to Internships

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**Develop a lasting pipeline  
of qualified talent for your business**

# Getting Started

## FREQUENT QUESTIONS

### What is an internship?

According to the National Association of Colleges and Employers (NACE), 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 give employers the opportunity to guide and evaluate talent.

### How do internships differ from other jobs?

Internships provide students with specific learning objectives that they will explore over the course of the internship. This is an opportunity for student to take the theoretical knowledge they have accumulated in the classroom and apply it to real-world situations. Essential qualities of an internship include:

- Experiences that align with the student's field of study.
- Overseen by a supervisor that it is available to guide the student and offer feedback for the duration of the internship.
- Is designed to accomplish learning objectives that will further the students studies in their chosen field of study.

## How does the internship process work?

You can post your internship position(s) on Handshake, a free platform for employers to recruit graduates and alumni. To register your company, go to: <https://app.joinhandshake.com/register> and click **Employer**. Once you have created an account in the system and you're vetted/approved by each school, you will be able to post your internship positions.

Once your internship is posted, it will be reviewed for approval by staff members at each school. Pending approval, the internship will be available for students to view and apply. Students are not automatically placed in internships; they must search Handshake to find opportunities.

## What requirements are needed to host an intern?

Most colleges/universities require employers who are interested in hosting interns to provide the following:

- **Physical office space (office space cannot be located inside the home).**
- **General liability insurance coverage (consult with your insurance provider or legal team for verification).**
- **Direct in-person supervision.**
- **Compliance with Fair Labor Standards Act.**



## How can I develop a strong internship position description?

Developing a description for your internship program can be very similar to a normal full-time or part-time job description. The key difference is the inclusion of learning outcomes that will bring value to your potential intern. These learning outcomes along with a detailed description of their roles and responsibilities will show potential interns what new skills and knowledge they will acquire and ultimately increase the number of applicants you will receive.

## Do I have to pay my intern?

The Fair Labor Standards Act (FLSA) clearly differentiates when you must pay an intern. Generally it looks at who the primary beneficiary is of the work being completed, the host or the intern. The Department of Labor has developed seven criteria for identifying the primary beneficiary. All seven factors must be met to post an unpaid internship:

- 1. 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.**
- 2. The extent to which the internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions.**
- 3. The extent to which the internship is tied to the intern's formal education program by integrated coursework or the receipt of academic credit.**
- 4. The extent to which the internship accommodates the intern's academic commitments by corresponding to the academic calendar.**

5. The extent to which the internship's duration is limited to the period in which the internship provides the intern with beneficial learning.
6. 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.
7. The extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.

*Compliance with FLSA is a requirement to participate in internship programs at any school. It is the sole responsibility of the employer/ host site to determine if this criterion is met. Please consult legal counsel or the Department of Labor if more information or clarification is needed.*

***\*\* Students are presented with many opportunities for internships each semester. Most of these opportunities are paid and we strongly encourage paid internships for your firm to remain competitive.***

## **What level of compensation is typical for an internship?**

We do recommend offering a paid internship to attract more quality candidates. Paid internships are required to meet or exceed the state's minimum wage standards. In order to attract the most qualified candidates for your program you should adjust your compensation to meet area demand. Research what other programs in your industry are offering and use this as your reference point when deciding how much to pay your interns. As always ensure that your program is compliant with the Fair Labor Standards Act.

## **What can I do to build awareness of the opportunity, in addition to posting on Handshake?**

Internship host sites that spend time on campus building their brand typically have the most applicants. This can be accomplished in a variety of ways. Contact the Employer Services Department of the colleges/universities you are interested in to find out how to increase your visibility on campus.

## **As an internship host site, what do I need to do so that a student can obtain credit?**

Each college/university has slightly different requirements when completing an internship for academic credit. Typically these include filling out an Internship Request Form. This form outlines who will be the intern's supervisor, what the interns responsibilities will be, what projects will be worked on, learning objectives, verify liability insurance for the host site, and ensure compliance with the Fair Labor Standards Act. The student will be responsible for turning in this paperwork in a timely manner.

Upon completion of the internship there is generally a student evaluation that the host site will complete as well as verify the students hours worked. Make sure you go over all of these requirements with the student during the interview process so that you will know how much information is required of you and the timeline for when each document is due.

## **Is sponsorship required to hire an international student as my intern?**

No. An international student 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. There will be paperwork on the student's end, but no additional paperwork on your end is required to hire an international student for your internship opportunity.

## **When do internships typically begin?**

### **How long do they last?**

Internships typically start within the first three weeks of the academic semester and last the duration of the semester (14 weeks during fall/spring semesters, 12 weeks during summer). Consult the academic calendar of the student's college/university to plan appropriately.

## **Can an intern be considered an independent contractor?**

In short, no. Independent contractors are utilized for their expertise on a certain subject matter and are relied on to produce related outcomes. Interns are brought on to enhance their knowledge on their chosen field of study. These two roles are very different and should not be confused for each other.

## **Should I offer orientation for newly hired interns?**

Absolutely. It is important to build a strong foundation for your interns so that they can get the most out of their time with your organization. Onboarding and orientation are a great time to get them familiar with the history of your organization, its mission and organizational structure. Go over a general outline and learning objectives for the term, and get them acquainted with the resources they will use to aid them in their work; such as their workstation and applicable software.

# Writing Your Ad

## BEST PRACTICES

*Before you can post your position online you will need to write a great description. The University of South Florida has provided an excellent example.*

*You can [Click Here](#) to download a sample description that may help you get an idea of what students will see when they view your ad on the Handshake website.*

### **Organization's Contact Information:**

ABC Business

Address

# Employees

Industry Pay Range

### **Description of Internship:**

A brief description of your company or organization (are you especially known for a particular concept or service? Won awards recently? Have an incredible office set up?) and of the position itself (fast-paced work? Methodical and detail-driven responsibilities? High-profile projects?). Length of internship (# of weeks, # of hours per week).

## ☐ Intern Responsibilities:

The description of duties should be responsibility and project-focused, with tasks involved with those areas representing transferable skillset clusters as opposed to isolated tasks. Categories of what might be included in the position description:

- **Responsibilities:** these are the things that the intern will learn about as part of day in-day out operation of the business, relating to the work-flow and services of the organization.
- **Projects:** projects can be activities that the intern has leadership of or participates as part of a team.
- **Competencies:** Skills sets built within clusters that may be specific to an industry, organization, or role. Special qualifications: (The skill sets the student needs to possess – such as proficiency with MS Excel.)

## ☐ Transferable Skill Development Areas:

What skill sets will the intern develop as part of the experience that will build their resume/portfolio (data management, customer service, etc.).

## ☐ Training and Development Opportunities:

(HR training, on-the-job training, etc.)  
customer service, etc.)

## ☐ Other requirements of the position:

Physical requirements, Travel, Attire (e.g., business casual, business professional, etc.)

## ☐ Qualifications:

- Allowed School Years.
- Allowed Majors to share your position with more students, consider multiple majors that could meet the skill sets required for your position).
- Department/Major/Career Focus: (E.g., accounting, sports marketing, business management, etc.)
- Work Authorization.

# Posting Your Ad

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Handshake makes posting your ad simple.

These two easy steps will get you up and running in no time.

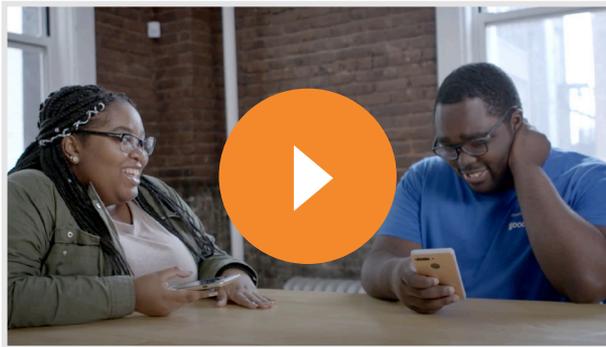
View both videos at [WorkforceConnectPasco.com/handshake](https://WorkforceConnectPasco.com/handshake).

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## 1. GETTING STARTED WITH HANDSHAKE

Developing and posting your internship ad is a relatively simple process.

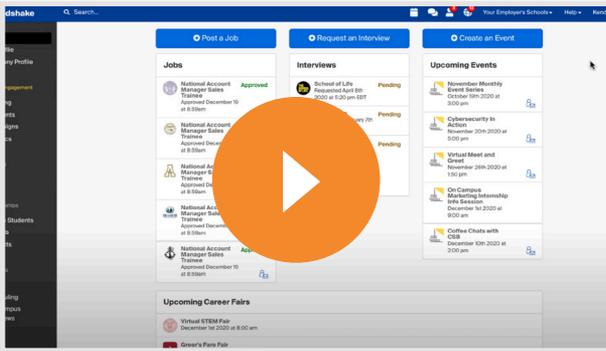
The video below will walk you through how to setup your employer account.



*- From Campus to Career on Handshake*

## 2. POSTING YOUR DESCRIPTION

Great! Now that you have an account and selected the schools you would like to recruit from it is time to Post your first internship ad.



*- Job Postings: Handshake Core*

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## Local Colleges/Universities that use Handshake:



# Local Contacts

## UNIVERSITIES

### University of South Florida

**Amanda Marshall**

*Interim Assistant Director of  
Employer Relations*

813-974-8836

akmarshall@usf.edu

### Pasco-Hernando State College

**Rick Casey**

*Director, Career and  
Testing Services*

727-816-3483

caseyr@phsc.edu

### University of Tampa

**Employer Relations Team**

813-257-3121

hireut@ut.edu

### Saint Leo University

**Susan Mickey**

*Executive Director, Career Services*

352-588-8346

susan.mickey@saintleo.edu

### Florida Polytechnic University

**Parris Jones**

*Associate Director, Career  
Development*

863-874-8746

pjones@floridapoly.edu

### St. Petersburg College

**Aundra Williams**

*Employment and Internship  
Coordinator*

727-712-5443

Williams.Aundra@spcollege.edu