

Welcome
to the
Employers Guide:
Creating a Successful Internship

Presented by

The Career Center and the College of Business



Opening Remarks & Introductions

Katie Ramsberger

Employer Relations, USFSP Career Center

Presenters

Terry Dowling

Career Counselor, USFSP Career Center

Barbra Higel

Career Development Specialist, USFSP College of Business

Sonja Hayes

Associate Director of Career Development, Stetson Law School

Workshop Agenda

- **What is an internship?**
- **Types of internships**
- **Benefits of an internship**
- **Creating an internship**
- **Common Questions about internships**
- **Q&A Part 1/Break**
- **Recruit-a-Bull**
- **Q&A/Closing Remarks**

What is an Internship?

- **Experiential Education that provide students with practical work experience in their chosen fields**
- **Primarily single, planned educational experience**
- **Duration may vary: one semester, a summer, an agreed upon length of time**

Types of Internships

- **Paid vs Unpaid**
 - **Paid internship: compensation in various forms- hourly wage, stipend, certification, tuition, books**
 - **Unpaid: no form of monetary compensation**

Types of Internships cont.

- **Academic Credit vs Non-Credit**
 - **Academic Credit: student receives 1-3 hours of credit with a grade towards their degree**
 - **Non-credit: minimal involvement from university**

Benefits of Internships

- **Benefits for students:**
 - **test-drive professions**
 - **introduction to profession work environment**
 - **opportunity to apply classroom knowledge**

Benefits of Internships cont.

- **Benefits for employers:**
 - **familiar, experienced pool of candidates**
 - **Over 75% of employers surveyed use as recruiting tool**
 - **creates goodwill for organization with university**
 - **fresh ideas/enthusiasm from up-and-coming professionals**

***2009 NACE Experiential Education Survey**

Creating an Internship

- **Characteristics of a successful internship**
 - **Buy-in at all levels**
 - **Effective program design**
 - **Position description example**
 - **Good selection**
 - **Consistent, positive message**
 - **Supervisor's role**
 - **Effective intern-to-full-time conversion process**

Creating an Internship

- **Characteristics of a successful internship**
 - **Buy-in at all levels**
 - **Everyone involved, all levels – CEO to Recruiter**
 - **Effects student's experience, impression of organization**
 - **Who touches the program?**
 - **Who is in the best position to gain support throughout each of these constituencies?**

Creating an Internship

- **Characteristics of a successful internship**
 - **Effective program design**
 - **Start with solid infrastructure**
 - **Program goals**
 - **Processes for sourcing, recruiting and orienting students**
 - **Converting interns to employees**
 - **Evaluating & improving program**

Creating an Internship

- **Characteristics of a successful internship**
 - **Good selection**
 - **Start with interns meeting appropriate qualifications**
 - **Clear criteria for initial screening**
 - **Emphasize same standards used for new full-time hires**

Creating an Internship

- **Characteristics of a successful internship**
 - **Consistent, positive message**
 - **Receive feedback throughout experience with organization**
 - **Proper orientation for student, manager and mentor at beginning of work term**

Creating an Internship

- **Characteristics of a successful internship**
 - **Effective intern-to-full-time conversion process**
 - **If this is your purpose, have process in place**
 - **Guarantee well designed and executed internship program will not fail at final step**

Common Questions about Internships

- Does the law require an organization to pay its interns?
- May we consider our interns to be “volunteers” or “independent contractors”?
- Are interns covered by harassment, discrimination, ADA, and other laws like other employees?

Does the law require an organization to pay its interns?

- **Fair Labor Standards Act (FLSA) - Six-factor test determine if trainee or employee**
 1. The training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in a vocational school
 2. The training is for the benefit of the trainee
 3. The trainees do not displace regular employees, but work under close observation

Does the law...pay its interns? cont.

4. The employer that provides the training derives no immediate advantage from the activities of the trainees and on occasion the employer's operation may actually be impeded
5. The trainees are not necessarily entitled to a job at the completion of the training period
6. The employer and the trainee understand that the trainees are not entitled to wages for the time spent in training

May we consider our interns to be “volunteers” or “independent contractors”?

- FLSA definition and guidelines
- Volunteer: donate services on part-time basis for public service, religious or humanitarian objectives
 - Organization determines area of need for volunteer
- Employees may not volunteer services to for-profit private sector employers

Are interns covered by harassment, discrimination, ADA, and other laws like other employees?

- Paid interns considered employees for purposes of federal discrimination laws
- Law less clear regarding volunteers and unpaid interns
 - Rafi v. Thompson: court willing to recognize employment relationship for Title VII purposes even in the context of an unpaid volunteer
 - Employees may not volunteer services to for-profit private sector employers

Recruit-a-Bull

- FREE Interactive, web-based system for students, alumni and employers
- Create company profile
- Post opportunities
 - full-time, part-time, internship, co-op, volunteer
- Search and review resumes
- Report-a-Hire



Recruit-a-Bull: Log-in

https://www.myinterfase.com/stpt-usf/employer/

Google

Home Size Print Tools

USF UNIVERSITY OF SOUTH FLORIDA
ST. PETERSBURG

Employer Login

Welcome to Recruit-a-BULL, University of South Florida St. Petersburg's Career Services System.

- **Registered Users:** Enter your username and password below and click LOGIN.
- **New Users:** If you have NOT registered with this site before, click the **Click Here to Register** link below to create a new account.

Important:

- **Using a PC?** We recommend Internet Explorer version 6.0 or higher. If you need to upgrade or install your browser, click [here](#).
- **Using a Mac?** We recommend Firefox version 1.5 or higher. If you need to upgrade or install your browser, click [here](#).
- **You should disable any popup blocker when using this site.**

For further assistance, please contact our office at (727) 873-4129.

For help navigating the Recruit-a-bull system, please reference our [Employer Guide](#).

Username:

Password:


Login

[Click here to register!](#)

[Forgot your password?](#)

Recruit-a-Bull: Profile

Employer Registration



Register

Employer Information

*Organization Name:

*Location:

Website:

Employer Category:
Accounting
Advertising/Marketing
Aerospace

Address Line 1:

Address Line 2:

City:

State:

Zip:

Phone:

Fax:

Company Profile:

Spell Check

On-line Application Address

Majors:

Add/Remove

Include in Employer Directory

Contact Information

*First Name:

Middle Initial:

*Last Name:

*Username:

*Password:

Title:

Department:

Intro:

Copy Employer Address Below:

*Address Line 1:

Address Line 2:

*City:

*State:

*Zip:

*Phone:

Alternate Phone:

Fax:

*Email:

Allow Student Viewing in Employer Directory

Register

Done

Recruit-a-Bull: Job Posting

Qualifiers

Position Information [Edit]

* Job ID: 3522
* Job Title: U.S. Senate Internship

Job Reference Num [?]:
Organization Name: Office of U.S. Senator Bill Nelson
Linked To: Rodrick Coleman

* No of Openings: 4
Work Schedule: varies
* Hours per Week: varies
* Wage/Salary: unpaid

Employment Start Date: negotiable
Employment End Date: negotiable

* Job Description: Senator Nelson offers internships in his Florida and Washington D.C. offices to students from Florida. These unpaid positions can last several weeks or months during the summer or more extended periods during the school year. In addition to administrative and receptionist duties, interns in state offices work closely with staff to address constituent concerns and facilitate special events, such as town hall meetings. In the Orlando office, interns also contact federal agencies on behalf of constituents and assist caseworkers.

Applications from students attending college, vocational or alternative learning institutions are accepted. Applications are accepted throughout the year.

* Qualifications: Please see
<http://www.billnelson.senate.gov/services/flinternships.cfm>

* Application Instructions: To apply for an internship in Senator Nelson's Florida offices, first complete the online application form. Then submit a short explanation of interest in the program, a resume, and two letters of recommendation. Attach the required documents to the online application form or fax them to the office where the internship would be.

Please visit: <http://www.billnelson.senate.gov/services/flinternships.cfm>

On-line Application Address [?]: <http://www.billnelson.senate.gov/services/flinternships.cfm>

Contact Information

* First Name: Rodrick
Middle Initial:
* Last Name: Coleman

* Address Line 1: Sam Gibbons Federal Courthouse
Address Line 2: 801 N. Florida Avenue, 4th Floor
* City: Tampa
* State: FL
* Zip: 33602

Map of Address Above: [Online Map](#)

* Phone: 813-225-7040
Fax: 813-225-7050
* Email: Rodrick_Coleman@billnelson.senate.gov
Website: www.billnelson.senate.gov
Account Manager:

Posting Information [Edit]

Allow Online Referrals - Select Yes and the Submit Resume button will be available on this job. Students will then be able to apply directly to this job.

TIP: If this job has a Post and Expire date, then a student will only be able to submit their resume once during this application period.

Job Location:
Job Category: Political Organization/Lobbying
Position Type: Internship

Applicant Type:
Minimum GPA:
Citizenship: US

Graduation Start:
Graduation End:
Classification:
Degrees:
Majors:
Screen Applicant Types: No
Screen Minimum GPA: No
Screen Citizenship: No
Screen Graduation Range: No
Screen Classification: No
Screen Degrees: No
Screen Majors: No
* Post Date: 04/17/2008
* Expiration Date: 12/31/2008
Show Contact Info: Yes
Allow Online Referrals [?] : Yes

Required Document Categories [Edit]

Resumes

Control Information [Edit]

Allow Employer View of Referrals - Select Yes and employers will be able to view ALL referrals for this job's application period (post and expire date).

Online Referrals Notify Employer [?] : Yes

Online Referrals Require Documents [?] : Yes

Allow Employer View of Referrals [?] : Yes

* Status: Active
Created: 04/17/2008 2:49 PM
Modified: 04/22/2008 2:43 PM

Recruit-a-Bull: Resume Search

Search criteria: Expected Graduation (12/08-12/09), Status (Active), Complete Profile (Yes), Position Sought (Internship/Co-op), Default Resume: Has resume

Student Search Results

[\[Change Criteria\]](#) [\[Save Search\]](#)

Change page: < <Prev 1 2 3 4 Next> > Displaying page 1 of 4, items 1 to 15 of 48.

| <input type="checkbox"/> | Record ID | User Name | First Name | Last Name | Class Standing | Expected Graduation | Major(s) | Office Advisor | Email | Status | Activity |
|--------------------------|-----------|--------------|------------|-----------|-----------------------|---------------------|---|----------------|-------|--------|----------|
| <input type="checkbox"/> | 1504 | jjgrant | Justin | Grant | Junior | May 2009 | Finance | TD | | Active | PROS A |
| <input type="checkbox"/> | 1586 | sherilynne | sherilynne | schulze | Senior | May 2009 | Economics (Business) | TD | | Active | PROS A |
| <input type="checkbox"/> | 1604 | drbaxter | Daniel | Baxter | Senior | December 2008 | Accounting 5-Year CPA | TD | | Active | PROS A |
| <input type="checkbox"/> | 1630 | LEAHBRASWELL | LEAH | BRASWELL | Junior | May 2009 | Psychology | TD | | Active | PROS A |
| <input type="checkbox"/> | 1643 | jelevin2 | Jessica | Levine | Junior | May 2009 | Accounting | SJH | | Active | PROS A |
| <input type="checkbox"/> | 1646 | hberggre | Holly | Berggren | Junior | December 2008 | Management | TD | | Active | PROS A |
| <input type="checkbox"/> | 1706 | Kenicia | Kenicia | Thomas | Junior | August 2009 | Marketing | SJH | | Active | PROS A |
| <input type="checkbox"/> | 1709 | Mellita80 | Mellita | Lane | Senior | December 2008 | Economics (Business), Finance, International Business | TD | | Active | PROS A |
| <input type="checkbox"/> | 1749 | kneff | Kyle | Neff | Senior | August 2009 | Finance, Management | TD | | Active | PROS A |
| <input type="checkbox"/> | 1778 | lorr | Lance | Orr | Evening/Part Time MBA | August 2009 | MBA | TD | | Active | PROS A |
| <input type="checkbox"/> | 1786 | tsh05e | thomas | hendry | Graduate Student | May 2009 | MBA | TD | | Active | PROS A |
| <input type="checkbox"/> | 1807 | gdxtc | David | O'Hara | Junior | May 2009 | Accounting 5-Year CPA | SJH | | Active | PROS A |
| <input type="checkbox"/> | 1830 | jenny21 | Jennifer | Ho | Junior | May 2009 | Finance | TD | | Active | PROS A |
| <input type="checkbox"/> | 1899 | JDumpit | John | Dumpit | Junior | December 2009 | Accounting, Accounting 5-Year CPA | TD | | Active | PROS A |
| <input type="checkbox"/> | 1921 | Allie0311 | Julie | Brown | Senior | May 2009 | Accounting 5-Year CPA | TD | | Active | PROS A |

Change page: < <Prev 1 2 3 4 Next> > Displaying page 1 of 4, items 1 to 15 of 48.

email packet to self employer employer & self none

Select All

Create Packets

Mass Email

Recruit-a-Bull: Report-a-Hire

Tool to assist Career Center in tracking data for USF and various agencies

The screenshot shows a web browser window with the title 'Employer - Report A Hire'. The page header features the USF logo and the text 'UNIVERSITY OF SOUTH FLORIDA ST. PETERSBURG'. A navigation menu includes links for Home, My Profile, Student Search, My Jobs, Schedules, Career Events, and Sign Out. The current page is 'Report a Hire', indicated by the breadcrumb 'Home > Report a Hire'. The main content area explains the function: 'The Report a Hire function can be used to easily report placement information to our office. Complete each step below.' A section titled 'Who did you hire?' provides instructions: 'Enter information for the applicable student and click Search to locate the student. Once you have completed a search locate the applicable student and click Select Student next to it. If the student is not listed here, use the link the appears below to manually enter student information.' Below this is a 'Search Students' section with input fields for 'First Name:' and 'Last Name:', and a 'Search' button.

Employer - Report A Hire

USF UNIVERSITY OF SOUTH FLORIDA
ST. PETERSBURG

Home My Profile Student Search My Jobs Schedules Career Events Sign Out

Home > Report a Hire

The Report a Hire function can be used to easily report placement information to our office.
Complete each step below.

Who did you hire?

Enter information for the applicable student and click Search to locate the student.
Once you have completed a search locate the applicable student and click Select Student next to it. If the student is not listed here, use the link the appears below to manually enter student information.

Search Students

First Name: Last Name:

Recruit-a-Bull: Report-a-Hire cont.

[Home](#) [My Profile](#) [Student Search](#) [My Jobs](#) [Schedules](#) [Career Events](#) [Sign Out](#)

[Home](#) > [Report a Hire](#)

What position was filled?

If the results did not return the position that was filled, [click here](#) to enter position information.

My Jobs

My Jobs list all jobs in the system for your account. If the placement you are reporting is for one of these jobs, click Select Job next to the applicable job. If the job is not listed here, use the link above to manually enter position information.

| <u>Job ID</u> | <u>Job Title</u> | <u>Applicant Type</u> | <u>Action</u> |
|---------------|-------------------|-----------------------|----------------------------|
| 2799 | Student Assistant | Work Study | Select Job |

1

Recruit-a-Bull: Report-a-Hire cont.

Complete all required and/or applicable information below.


Click Finish at the bottom to submit the placement information to our office.


Placement Information


***Job Title:** Student Assistant

Employer Name:


Department:

***Start Date:** 

End Date: 


***Position Type:** 

Salary: 0.00

Pay per Period: 

Estimated Hours per Week:

Additional Compensation:

Car: No 


Notes:

Work Information

Address Line 1: 140 Seventh Avenue South

Address Line 2: COB 348

City: St. Petersburg

State: FL 

Zip: 33701

Phone: 727-873-4996

Fax: 727-873-4192

Intern/Coop Information

Semester:

Year:

Q&A

Closing Remarks

References

- National Association of Colleges & Employers
 - www.naceweb.org
- Association for Experiential Education
 - www.aee.org
- Cooperative Education & Internship Association
 - www.ceianinc.org

Contact Us

Career Center - Terrace 200

Katie Ramsberger, Employer Relations

career@stpt.usf.edu - (727) 873-4129

www.stpete.usf.edu/career

College of Business - COB 370

bhigel@mail.usf.edu - (727) 873-4996

www.stpete.usf.edu/cob