



Employer Policies and Procedures for Business Internships

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## **MISSION & VISION**

### **Mission Statement**

Business Career Services at the FSU College of Business supports experiential learning by encouraging employer internship development and student internship participation, collaborating with departments to provide academic internship course credit, and promoting professional development through unique learning opportunities. The program explicitly targets business students and encourages experiential learning as a complementary approach to business education while focusing on increasing the quantity and quality of business internship opportunities that lead to permanent employment for College of Business graduates.

### **Vision**

Students will enhance their academic and professional skills while making themselves more marketable as they leave academia and enter today's competitive workforce.

## **INTERNSHIPS AS EXPERIENTIAL LEARNING**

This segment was reproduced from the National Association of Colleges and Employers (NACE), Position Statement: U.S. Internships. [Link to the full article.](#)

### **Definition**

To establish uniformity in the use and application of the term “internship,” NACE recommends the following definition: “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.”

### **Eligibility Criteria**

All the following criteria must be met:

- 1) The experience must be an extension of the classroom: a learning experience that applies knowledge gained in the classroom. It must not solely be to advance the employer's operations or work a regular or paid employee would routinely perform.
- 2) The skills or knowledge learned must be transferable to other employment settings.
- 3) The experience has a defined beginning and end and a job description with the desired qualifications.
- 4) There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
- 5) Student interns will be assigned to supervisors within the organization who delegate job duties, provide oversight, and offer constructive feedback throughout the internship.
- 6) The host employer provides resources, equipment, and facilities supporting students' learning objectives and learning outcomes.

In addition, the following stipulations apply to students earning academic credit for internships:

- Undergraduate students with existing part-time jobs may utilize their work experience, provided employment meets the qualifying internship employment criteria and College of Business Internship

criteria (e.g., integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting).

- Students must not work in employers' homes.
- Student interns working with family or family-owned companies and organizations must be assigned to non-relative supervisors.
- Students are not permitted to intern in residential door-to-door sales roles.
- Students are not permitted to intern for a company or organization for which they hold an executive leadership position. Registered Student Organization leadership roles are an exception since university faculty or staff perform direct supervision and mentorship.

## COMPENSATION

Host employers determine the compensation plan for interns. However, the College of Business strongly encourages employers to consider compensating student interns for the work performed. Regardless of compensation, job responsibilities and expectations should align with the internship role hired. The U.S. Department of Labor, Wage and Hour Division outlines criteria for student and intern working requirements through the [Fair Labor Standards Act in Fact Sheet #71](#).

### Justification for Offering Student Interns Compensation

- Competitive compensation plans allow students to balance school and internships without working another job to cover expenses during their college experience.
- Your organization is recruiting students for internships alongside employers that may offer competitive compensation plans.
- Students enrolling in internship courses must pay tuition and fees for co-curricular courses.

## RECRUITING STUDENTS FOR INTERNSHIPS

### Defining your Recruiting Audience

Certain internships may require specialized skills and expertise, so learning about the majors represented within the college may help establish minimum eligibility criteria or desired knowledge, skills, and abilities (KSAs).

Here, you can link to the [FSU College of Business](#), which serves students across [nine undergraduate majors](#) and six [master's degree](#) programs. Exploring this information will help you pinpoint students' learning at specific points in their academic roadmap. In addition, student recruiting opportunities exist in [all colleges across Florida State University](#).

### Posting Vacancies

#### [College of Business Job Board](#)

Companies can connect directly with business students by submitting an online form to advertise full-time and part-time positions and internships. The site allows employers to highlight position descriptions, job responsibilities, preferred skill sets, and majors, if applicable. Submit your job or internship opportunity at [business.fsu.edu/submitjob](https://business.fsu.edu/submitjob)

### *FSU Career Center's NoleNetwork*

If you want to advertise university-wide, we encourage you to post to NoleNetwork (Symplicity). This is the FSU Career Center's Career Services Management system linking Florida State students to potential employers. Registering with NoleNetwork allows you to post internships and full- and part-time jobs free of charge. Learn more about all employer services, programs, and resources at the FSU Career Center's [HireANole webpage](#).

### **Designing & Developing an Internship Program**

#### *Develop job descriptions with learning objectives*

In addition to students gaining valuable work experience, internships must align with learning objectives that reinforce the concepts and principles learned in coursework.

#### *Understand your organization's compensation practices*

The FSU College of Business requires all employers to follow the US Department of Labor and NACE internship guidelines.

#### *Establish internship timelines*

Student interns will arrange their availability according to [academic calendars](#). Knowing the academic calendar cycle will be helpful in planning, recruiting, onboarding, and concluding internships.

### **Internships as a Career Exploration Strategy:**

Student interns may have different goals for their internship. We recommend asking about these during the interview to ensure alignment with the employer's objectives.

- **Short-term commitment:** Students looking for one semester of experience with no desire to continue interning with employer.
- **Long-term commitment:** Students looking for internship experiences as a pipeline for extended internships and/or future employment.

### **SAMPLE INTERNSHIP ASSIGNMENTS BY MAJOR**

#### **ACG 4941 - Accounting Internship**

- Financial statement preparation
- Audit financial statements
- Tax preparation & planning
- Accounting information system design
- Compliance Analysis

#### **FIN 4941 - Finance Internship**

- Investment banking
- Financial statement analysis
- Bank management
- Brokerage activities
- Financial planning

#### **MAN 4941 – Field Study in Business or Human Resources Management**

- Business plan development
- HR analysis and compliance
- Project management
- Performance Improvement
- Management training programs

#### **ISM 4941 – Field Study in Management Information Systems**

- Gathering, organizing & analyzing data
- Reporting or presenting data findings
- Evaluating & documenting business processes
- Analyzing organizational performance
- Working on collaborative team projects

### **MAR 4941 - Marketing Internship**

- Strategic marketing planning
- Client relations and research
- Promotion and event planning
- Idea generation and screening
- Supply chain analysis

### **REE 4941 - Real Estate Internship**

- Participating in market analyses
- Surveying financing terms
- Mortgage loan evaluation
- Inspecting properties
- Performing appraisal functions

### **MAR 4941 - Professional Sales Internship**

- Target market research
- Cold calling and prospecting
- Relationship development
- Key account management
- After-sale service

### **RMI 4941 - Risk Management/Insurance Internship**

- Processing new client enrollments & renewals
- Compile and evaluate organizational data
- Agency marketing and promotion
- Evaluate financial risk factors
- Identifying operational risks

## **INTERNSHIPS FOR ACADEMIC CREDIT**

Students may take co-curricular courses alongside their practical internship experience with your organization. In doing so, students may satisfy a general education requirement while earning major or general elective business credit.

### **Internship Conditions**

The following conditions apply when students earn academic credit for an internship course.

- 1) Students are not permitted to intern in residential door-to-door sales roles.
- 2) Students must not be directly supervised by a family member. A non-family member must provide direct supervision for students interning with organizations where a familial relationship exists.
- 3) Students must not intern for a company where they serve in a principal or executive leadership role.
- 4) Students are prohibited from working inside an employer's home office.
- 5) If students have a conflict with internship hours and academic obligations, reasonable accommodation should be made to allow students the flexibility to prioritize academic responsibilities.
- 6) In the event of university closures, students should not be mandated or required to work; however, this should be optional and without consequence.

### **Host Employer Obligations**

- 1) Confirm the student's internship by completing an online verification form or by arranging for an alternate method of verification, e.g., bulk confirmation, providing students with an offer letter outlining:
  - a. Internship duties and responsibilities
  - b. Learning objectives
  - c. Dates of internship
  - d. Weekly or Total Internship Hours
  - e. Supervisor or organizational contact
- 2) Inform the Director of Internships at [spappas@business.fsu.edu](mailto:spappas@business.fsu.edu) of any:

- a. Issues suggesting a student's work performance does not “Meet Expectations,” such that the student may not successfully complete the terms of their internship. [Review a complete list of behavior- or performance-based competencies and the rating scale.](#)
  - b. Changes to student’s internship employment (e.g., reduction in weekly work hours, reduction in the number of weeks employed, work duties or responsibilities change drastically, etc.),
- 3) Confirm successful completion of the internship by evaluating the student’s performance, including [\(Click here to review form\)](#):
- a. Verifying the total work hours performed up to that point.
  - b. Accurately rating the student’s work and behavior performance for the internship in its entirety.
  - c. Offering the student constructive feedback is key to their ongoing career preparation.