

# INTERNSHIP RECRUITER GUIDE



FLORIDA STATE UNIVERSITY  
COLLEGE OF BUSINESS



# Employer Internship Benefits

Bringing an intern into your organization can be a very rewarding experience, and many companies recognize the value of adding an internship program to their human resource pool. Benefits include, but are not limited to:

- Short-term support without a long-term commitment
- Management experience for supervisors/mentors who direct the intern's work activities
- Opportunity to evaluate potential job candidates (six to 12-week interview) before offering permanent employment
- Best source of new permanent employees
- Higher retention rates for employees with company internship experience
- Source of new ideas and fresh approach to problem solving, critical thinking, communication, etc.
- Highly enthusiastic, capable and motivated students
- Company name recognition and increased visibility on-campus

# Qualities of a Great Internship Program

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## Work Terms

## Advertising an Internship Opportunity



- Appropriate compensation
- Detailed direction and training
- Supervisor accessibility
- Effective evaluation
- Meaningful assignments
- An appealing environment
- Inclusion

Internships that coincide with the academic calendar typically fall within the following timeframes:

- Fall Semester (September – December)
  - Spring Semester (January – April)
  - Summer Semester (May – August)
- Students must work at least 120 hours during a six-week period within a specified semester to qualify for academic internship credit.

It's important to let the internship search process mimic the job search process. Therefore, to secure a high caliber student, submit an internship position description at [business.fsu.edu/job-board-submission](https://business.fsu.edu/job-board-submission). Once received, our office will promote your opportunity on our internship bulletin board and in our weekly newsletter, which goes to all business students. For added exposure, we recommend you consider posting to SeminoleLink, powered by Handshake, the university-wide job database – [bit.ly/hirefsu](https://bit.ly/hirefsu). This system allows you to advertise a variety of experiences campus-wide, including full-time positions. Posting positions using either of these methods is free and easy.



## Academic Credit or Not?

Receiving academic credit while interning is not a requirement for all students. However, some students do choose to count the internship experience toward their major or as an elective credit. Internship credit does not pose additional work for the employer and only requires a few forms to be completed by the employer. Additionally, students are able to receive both academic credit and financial compensation for the same internship experience.

## Employer Responsibility for an Academic Credit Internship

Typical employer responsibilities include:

- Verifying an internship offer has been extended to the student (electronic form will be provided)\*
- Completing a brief midterm and final evaluation during the student's internship experience (electronic forms will be provided)\*
- Providing a meaningful work experience during which a student works at least 120 hours within a six-week period within the academic term.
- Ensuring the student is properly supervised.

The rest is up to the student!

*\*If your organization is unable to complete our electronic forms, we are happy to develop a mutually agreed upon process for confirmation and evaluation.*

## Paid vs. Unpaid Internships

The FSU College of Business strongly encourages paid internships. The college upholds the positions of the National Society for Experiential Education as well as the National Association of Colleges and Employers and will not endorse policies that prevent students from being paid for their work if they are receiving college credit.

Since students pay tuition for an academic credit internship, it is often more difficult to fill unpaid internship openings. In some cases, employers may offer a stipend to cover the cost of the internship credit. Providing a paid internship may also increase the number of applications you receive for the position, and it would be an incentive for students who have to maintain a part-time job to help cover their college expenses. Currently, the employer determines whether an internship is paid or unpaid. However, the FSU College of Business has the right to reject a student's request for academic credit for any internship experience if the experience does not meet established guidelines.

If you are unable to provide compensation, but offer a meaningful work experience, please make sure your position meets the criteria articulated in the Fair Labor Standards Act set forth by the U.S. Department of Labor. Courts have used the “primary beneficiary test” to determine whether an intern or student is, in fact, an employee under the Fair Labor Standards Act (FLSA). In short, this test allows courts to examine the “economic reality” of the

intern-employer relationship to determine which party is the “primary beneficiary” of the relationship. Courts have identified the following seven factors as part of the test:

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.

For more information, visit the Fair Labor Standard Act page on the Department of Labor website at [bit.ly/1sayFho](https://bit.ly/1sayFho).



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**For more information, contact our office:**

**Internships & Career Services Office  
821 Academic Way, Room 329  
P.O. Box 3061110  
Tallahassee, Florida 32306-1110**

**Telephone: (850) 644-8495  
Email: [internships@business.fsu.edu](mailto:internships@business.fsu.edu)  
Website: [business.fsu.edu/EMPinternships](http://business.fsu.edu/EMPinternships)**

**To advertise an internship, visit: [business.fsu.edu/job-board-submission](http://business.fsu.edu/job-board-submission)**



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**About the FSU College of Business Internships & Career Services Office**

The FSU College of Business Office of Internships & Career Services supports professional development by encouraging internship participation; collaborating with employers and academic departments; and providing professional development opportunities for all business students.

**About the FSU College of Business**

Founded in 1950, the College of Business is one of the nation's youngest business schools, yet its reputation for excellence has helped it become one of the largest in the nation with more than 6,100 students. Accredited by the AACSB, the college is consistently ranked as a top business school by *U.S. News & World Report*, with multiple programs ranked among the nation's Top 25.