

HOW **2** guide: Frequently Asked Question about Internships

Q. If I am interested in completing an internship, who do I speak with?

A. In most cases, a good first step is to meet with the Office of Internships and Cooperative Programs – <http://www.fgcu.edu/internships> - icp@fgcu.edu - 239-745-4401 - Second floor, Edwards Hall

They can explain the guidelines for academic internships as well as the process and paperwork involved.

Q. How do I find an internship?

A. For some majors, it is the responsibility of the student to identify, apply, and secure the internship of their choice. Here is a list of strategies you can use to identify internship opportunities:

1. Meet with the Office of Internships and Cooperative Programs
2. Use **Eagle Career Link**, the web-based internship/job listing website offered by Career Development Services. Go to <https://fgcu-csm.symplicity.com/students>
3. Attend **recruitment events**. Career Development Services hosts job & internship fairs throughout the year, as well as employer information sessions.
4. Join the **student club** associated with your major. The clubs often have guest speakers who may also be looking for prospective interns.
5. While it does not capture all the internship opportunities available (since internships are not always posted on the web), you may consider using **www.indeed.com** or Google.
6. Target specific employers you would like to work for and send them a “prospecting” letter. As a starting point, check out the “Find Employers” page on the FGCU Career Services website.
7. Join the local professional organization of your field (if one exists.) Many offer discounted student memberships. Numerous FGCU students have obtained their internship by networking with local professionals. If you can’t join, at least visit the association website to help with your prospecting.
8. Discuss your internship interests with your Faculty Supervisor. While they won’t place you into an internship, they may have suggestions of employers to contact, or they may even have an “email distribution list” they can add you to for when they receive internship postings.
9. Some students have obtained internships with local non-profit agencies. (Almost all internships with non-profits will be unpaid.) The FGCU Service Learning office maintains a searchable database of agencies that are approved sites for Service Learning. Go to <http://www.fgcu.edu/connect>
10. Check with your classmates and other faculty.

Q. Are internships paid?

A. It depends. Some employers provide an hourly wage for interns, and some do not. If an internship is not paid, students should ensure that they:

- will be provided with an opportunity to do challenging, meaningful work
- will receive a substantial amount of training by someone with expertise in the area
- Will **not** be replacing a regular employee or performing the work that would typically have been completed by a regular employee

Q. How much, if anything, does an intern get paid?

If the employer determines that the internship requires the payment of an hourly wage, it should be at least the Florida Minimum wage, which is \$8.05. However, paid internships can vary considerably, depending on the nature of the work.

Q. What is the difference between an academic internship and a non-academic internship?

A. When a student completes an **academic internship**, he/she receives academic credit for the experience. A maximum of three credit hours of an approved academic internship may be applied toward graduation requirements, typically as an elective. The internship must be related to the student's major and should be a "new" experience – not somewhere you have worked before. Students are registered for the internship course in Gulfline and must pay all tuition and fees associated with the course. Upon completion of the internship, the student receives a grade from the Faculty Supervisor. Most programs use "S/U" (satisfactory or unsatisfactory) and the grade is not calculated in the GPA. **IMPORTANT:** For academic internships, your Faculty Internships Supervisor **MUST** approve the internship before you start. Internships should follow the academic calendar, and credit cannot be granted retroactively for any past experience. All forms must be filed with your department at least **1 week prior to the start of classes.**

Non-academic internships do not earn academic credit. These internships are relationships strictly between the student and employer – FGCU is not involved. Consequently, there are no requirements for approvals or paperwork. However, both the student and the employer should establish a clear understanding of all expectations prior to the start of the internship, preferably in writing.

Q. How do I get an internship experience approved for academic credit?

A. Meet with the Office of Internships and Cooperative Programs to discuss your internship opportunity. Remember that to earn academic credit, you must be performing challenging, meaningful work that is related to your major, and that you will receive training and supervision by someone with expertise in the area

Q. Can I put a non-academic internship on my resume?

A. Absolutely! Once you have completed an internship, either academic or non-academic, you should put the experience in a section near the top of your resume titled "Related Experience."

Q. What are the time requirements for academic internships?

A. That depends. Time requirements can vary considerably based on the major. Your Faculty Internship Supervisor will establish the time requirements and other required work as part of the internship experience. However, you should be prepared to complete a minimum of 120 – 150 hours.