

EMPLOYER GUIDE TO POSTING INTERNSHIPS

1. Post your internship using Eagle Career Link - <http://fgcu-csm.symplicity.com>
2. Students will apply directly to you/ your company for consideration according to your application instructions. Your company or organization facilitates the selection process. FGCU does not “place” students into internships. Not all academic programs at FGCU require students to complete an internship. Therefore, this is a “student driven” process.
3. Once you have filled the internship, you should deactivate the posting in Eagle Career Link. Be sure to reactivate the posting when you are ready to hire another intern.

*If the student is completing the internship for credit**, then the student is responsible for taking the job posting to their Faculty Supervisor for approval. The student is also responsible for ensuring other paperwork that requires your companies approval is completed (such as the “*Internship Agreement*”, and “*Contract for Academic Credit*”.)

If the student is not pursuing the internship for credit, the relationship is strictly between you and the student. FGCU is not involved.

The typical responsibilities of the organization/company when offering an academic internship:

- The organization/company shall provide the student intern a planned, supervised program of career related experiences. In most cases, positions that entail a high degree of clerical work do not qualify as internships.
- The organization/company shall maintain complete records on the student intern's performance and provide an evaluation as required by the university at the conclusion of the internship period.
- The organization/company shall permit the inspection of its facilities, student intern records, and such items pertaining to the internship program by the university or agencies charged with the responsibility for accreditation of the academic programs.
- The organization/company agrees to comply with all Federal and State non-discrimination laws and work cooperatively with the university staff to accommodate student interns who request accommodations due to a disability documented through Florida Gulf Coast University.

Typical Internship Time Requirements

In order to earn academic credit, students are required to work a minimum of 10 -20 hours per week during the semester .However this may vary depending on the academic program in which the student is enrolled. If you have any questions about the internship process, please feel free to contact the *Office of Internships and Cooperative programs* at icp@fgcu.edu or (239) 745-4423.

IMPORTANT INFORMATION REGARDING UNPAID INTERNSHIPS

The U.S. Department of Labor has created a fact Sheet that provides general information to help determine whether interns must be paid the minimum wage and overtime under the Fair Labor Standards Act for the services that they provide to “for-profit” private sector employers. A copy of this Fact Sheet can be found here: <http://www.dol.gov/whd/regs/compliance/whdfs71.pdf>. *The information provided in this Fact Sheet on internships is provided as a resource and should not be construed as legal advice for any particular situation. Because of the complexity of the issues regarding status and pay, each employer should review its internship program with its legal counsel.*

For further assistance using Eagle Career Link, contact us:

Career Development Services – First Floor, Cohen Center – 239-590-7946 – careercenter@fgcu.edu