



Am I ready to host an FGCU Intern?

- **How do internships “work” at FGCU?** There are two types of internships at FGCU:
 - 1- For-Credit Academic Internship Courses where faculty and staff approve and oversee student learning activities throughout a traditional academic semester lasting for 10-12 weeks. Student must work from 150-220 hours dependent on their major and will receive 3 credits upon completion. Amy Scott serves as the Lutgert College of Business Coordinator and may be reached at 239-745-4281 or ascott@fgcu.edu
 - Employers serve as ***subject matter experts in their field and are dedicated to helping students apply knowledge in their discipline*** (e.g. marketing professionals host marketing students, financial representatives host finance students, human resources practitioners host human resource students).
 - Some majors also require employers to pay students an hourly wage. We generally recommend \$10-14 per hour. Documented non-profits (501c3) organizations are exempt from this requirement.
 - 2- Non-Credit internships where employers may host non-academic interns at any time. While the university plays no formal role in non-academic internships; we encourage students and employers to develop these vibrant and relevant learning experiences. Please note, simply replacing a “paid” position with an intern may conflict with the Fair Labor Act implemented to protect students and encourage best business practices.
- **Do I have to pay non-academic interns?** Following the Fair Labor Standards Act and best practices in higher education; we generally recommend that interns are paid \$10-14 per hour. Documented non-profit (501c3) organizations are exempt from this requirement. Additionally, many FGCU students hold part time jobs to fund their education. In order to attract a strong pool of intern candidates, compensation is strongly recommended.
- **Do I have a position description that outlines intern expectations?** Students thrive in well-defined roles where they are coached and can build job skills. Visit the LCOB website and take a quick look at our majors. By identifying the major that best meets your goal, you will improve the quality and volume of applications.
- **Do I have time to focus on coaching and mentoring?** Internships are educational experiences. Be sure you have time to explain your business practices and provide solid direction to your intern. Businesses that provide the right balance of work and learning can develop a steady stream of interns who will spread the word to their peers.

Finding Student Interns: Posting Jobs and Internships at FGCU

We appreciate your interest in employing Florida Gulf Coast University students and alumni. Prior to registering to use this system, please read the “**Eagle Career Link Usage Restrictions**” located below to ensure your organization is eligible to use this system and that your postings are in compliance with our policies.

Step 1: Eagle Career Link Registration (Required to post job and internship opportunities.). An active email address is required to register.

- Go to <https://fgcu-csm.symplicity.com>.
- Click on the Employers tab then click on “Register” or “Register and Post Job” at the right side.
- Fill out the profile (put as much information as possible in your profile – for optimal branding!).
- Your email is your username and your password will be emailed to you along with an activation link.

Step 2: Posting Jobs & Internship.

- Click the “Employer” tab and enter your log in information.
- Click on “Jobs” in the top banner and click on “Add New.”
 - Give plenty of detail to make your postings attractive to students/alumni.
 - Students will be contacting you/your company to apply. Therefore, provide detailed application instructions.
 - If you are posting an unpaid internship, please request a copy of our department’s “Employer Guide to Posting Internships.”

Please allow 1-2 business days for approval of your registration and job postings

Eagle Career Link (ECL) Usage Restrictions

All employers that utilize ECL accept that the information contained in the system is for the sole purpose of employment-related activities only. Florida Gulf Coast University reserves the right to deny access to any employer that abuses the system or posts intentionally inaccurate or misleading information. Employers are expected to respect the privacy of students/alumni information and proceed with due professionalism. All employers utilizing ECL are expected to adhere to the *Principles of Professional Conduct* provided by the National Association of Colleges and Employers - <http://www.nacweb.org/principles/princip.html>.

The following types of jobs are NOT eligible for posting in ECL or job fair recruitment:

- Internships that do not meet the criteria established under the Fair Labor Standards Act.
- Work in private homes for childcare, nanny, yard work, moving, painting, maintenance, etc.
- Network marketing jobs – see our “Policy on Network Marketing Companies” on our website
- Independent contractor positions or commission-only positions not requiring a bachelor’s degree
- Positions that pay in cash
- Positions that do not pay the Florida minimum wage of \$8.22/hr.
- Positions that violate the Fair Labor Standards Act, discriminate against designated groups, or violate any federal or state employment laws
- Positions that require out of pocket expenses or investment from the student (other than transportation)
- Postings from third-party recruiters that do not identify the employer name or require an applicant paid fee

For further assistance using Eagle Career Link, contact us:

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

Eagle Career Link is not an FGCU website. It is provided by NACELink Network, a third-party provider of employment technology solutions.