FAQ’s for Hiring an FGCU Student for an Internship Position
If you have any questions regarding an Internship, please contact the FGCU Career Development Center at (239) 590-7946.

What is an Internship?
**IS:** An internship is a *mutually* beneficial relationship between the employer and the student.
**IS NOT:** An internship is NOT free or cheap labor for your “grunt” tasks.

What are the benefits to the Employer?
1. Internships are great recruiting tools for your full time opportunities
   1. You can “try before you buy” and potentially hire your intern for a full time position
   2. Even if your intern isn’t a good fit for the company, if the student had a positive experience they will help to promote your opportunities to other students
2. Internships provide an excellent staffing tool for “special projects.” If you have a steady stream of interns you may always have pre-professionals available for projects
3. Interns provide an opportunity for permanent staff to get supervisory experience.
4. You can have a say in the future workforce. By being a mentor/supervisor to a student, you can shape their work ethic and knowledge of the field.

Student’s expectations of Internships:
1. Students want to do meaningful work, preferably with tangible results. **Clerical work does not qualify.** Project based work works well for internships
2. Students want to be included in the company programs and learn about other areas of the organization. Include them in meetings and events.
3. Supervision and feedback can make or break an internship experience. Remember your interns are there for a learning experience. Regular feedback and active supervision will help to develop their skills and enhance the learning. Clear goals and expectations should be defined prior to the start of the internship as well as an evaluation plan. Students should not find out at the end of the semester they did not perform up to the standard.
4. Pay your intern. Students expect to be a paid (certain fields such as social work do not share this expectation). If you do not pay your intern, they will most likely hold a part time job in addition to classes and the internship, resulting in less time and effort in the internship.
5. Not all students will want or need academic credit for their internship. Some programs do not require an internship, so the students do not want to pay for 3 unnecessary credits, but still want to do an internship.

Internships require planning and preparation before the student arrives. A poorly executed internship can lead to a negative perception of the company by the students. **Follow these steps before Recruiting an Intern:**
1. Establish clear goals, objectives and evaluation plans. What do you want done and how do you plan to evaluate it?
2. Allocate resources – top level support and money is critical to the success of an internship program. Interns take time out of the supervisor’s schedule. An intern should not take the place of a permanent employee on the organization chart, they are temporary and require more mentoring and supervising that a permanent employee.
3. Most internships require 10-15 hours per week for 15 weeks. Some program requirements vary. Be sure to verify with the student’s program guidelines during the interview process.
4. Tasks must be career related to build on academic knowledge. **Clerical, filing, telemarketing, answering the phone should not exceed 10-20% of the time.** Interns have different requirements than a regular employee.

Process for Hiring an Intern:
1. Post your internship with the Career Development Center
2. Students will apply to your internship, just as they would for a job
3. You will interview candidates and choose the student with the best fit.
4. The student will they take the job description to their advisor/professor for approval, if completing internship for credit
5. The student is responsible for completing necessary paperwork the college may require.