

**Internship Guide**

**Six Key Steps to a Quality Internship**

1. Determine Organizational Needs and Internship Goals
2. Create Effective Position Description
3. Select the Intern Supervisor
4. Recruit Interns
5. Prepare for the Intern to start
6. Supervise Intern Carefully
7. Seek feedback and discuss future opportunities

**Frequently Asked Questions**

**What is an internship?**

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

**What are the benefits of having an intern?**

Student interns are highly motivated individuals who bring a unique viewpoint to an organization for a temporary amount of time. A successful flow of interns can help create a talented pool of candidates to become full time employees and represent your company on campus.

**How do I create an internship?**

Follow our internship guide **attached.**

**Do interns get paid?**

Yes, it is recommended that all for profit companies’ offer paid internship programs. As with full-time salaries, intern rates can vary based upon experience, major and/or position, including location.

**Is academic credit required and available?**

No, academic credit is not required for an internship. Students may be able to arrange for academic credit, but not through the Career Development office. Only academic departments can offer credit, and policies differ greatly from one department to the next. If you are willing to help a student gain academic credit, then the selected students should register for an internship class through their academic advisor. However, do not assume that academic credit will be available.

**When are students available to intern?**

Students are available to participate in a paid internship throughout the entire year. We recommend that internships coincide with the school semesters (Fall is August-December, Spring is January-April, and Summer is May-July/August) During the Fall and Spring semesters students usually work part-time (generally less than 20 hours per week). Most students opt to intern in the summer on either a part-time or full-time basis.

**How do I recruit an intern from FIU?**

First, determine the available intern positions at your company. Then write a great internship description that will attract students and detail the learning opportunities, type of projects assigned, and qualifications. Create an account and post your opportunities directly to FIU students via our **Chaplin School of Hospitality & Tourism Management Career Link**at <https://hospitality-fiu-csm.symplicity.com/employers/index.php>. Evaluate student resumes on the website and conduct interviews. Lastly, select qualified candidates to intern at your company.