This guide will introduce you to our Internship Program. We strive to help you build awareness of your employer brand and expand your recruitment reach so that you can hire the best interns.

With more than 12,000 students preparing for careers, TCC offers your organization access to a pool of talented and motivated prospective interns and potential future employees. In turn, you’re offering the opportunity to help our students gain more experience to launch a successful career.

To get started, contact us today

**Internships@tcc.fl.edu**

**(850) 201-9971**

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Professional Practice Standards: All employers who wish to recruit students from Tallahassee Community College through the TCC Career Center and its resources are required to comply with all Federal Equal Employment Opportunity Laws and the National Association of Colleges and Employers (NACE) Principles for Professional Practice.
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; and give employers the opportunity to guide and evaluate talent.

National Association of Colleges and Employers (NACE)

Richie Pergolizzi successfully completed his internship with the WCTV Weather Team. Based on his outstanding performance, WCTV hired him on as a weekend news anchor.

Internships are hands-on work experiences:

- Related to the student intern’s major or career goal
- Paid or unpaid
- Student may or may not receive academic credit
- Involves work in a professional setting
- Supervision provided by practicing professionals in the field
- Guided by predetermined learning outcomes, which the intern engages in and reflects upon throughout the duration of the experience
INTERNS PROVIDE

• Fresh ideas on organizational problems
• Assistance with projects and tasks
• Insight on new approaches and business solutions
• Feedback on your products and services from consumers

INTERNSHIP LENGTH

• Students are required to complete at least 150 hours for the semester (12-15 hours/week)
• Internship employers typically recognize College holidays, breaks and closures, allowing the student intern time to complete their internship

INTERNSHIP BENEFITS

• Increased brand visibility and product knowledge for your organization at TCC
• A training program and talent pipeline for future full-time professionals within your organization
• Management experience and leadership skills growth for your mid-level employees

INTERNSHIP COMPENSATION

Our Internship Office works very hard to secure opportunities that offer priceless benefits for both students and internship providers. Therefore, we strongly encourage paid internships.

Interns are typically paid more than minimum wage workers in your state.

$14.47
Current average hourly wage for interns at the first year associate’s degree level
National Association of Colleges and Employers (NACE)

$16.37
Current average hourly wage for interns at the second year associate’s degree level
National Association of Colleges and Employers (NACE)
UNPAID INTERNSHIPS

Internship Programs Under the Fair Labor Standards Act

For an unpaid internship program to meet regulations, interns must be gaining experience directly correlated to their major or academic coursework and provide ongoing professional development and mentorship.

U.S. DEPARTMENT OF LABOR
FACT SHEET #71
www.dol.gov/whd/regs/compliance/whdfs71.pdf

Background
The FLSA requires “for-profit” employers to pay employees for their work. Interns and students, however, may not be “employees” under the FLSA—in which case the FLSA does not require compensation for their work.

The Test for Unpaid Interns and Students
Courts have used the “Primary Beneficiary Test” to determine whether an intern or student is, in fact, an employee under the FLSA. In short, this test allows courts to examine the “economic reality” of the intern-employer relationship to determine which party is the “primary beneficiary” of the relationship. Courts have identified the following seven factors as part of the test:

1. The extent to which the intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee—and vice versa.

2. The extent to which the internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions.

3. The extent to which the internship is tied to the intern’s formal education program by integrated coursework or the receipt of academic credit.

4. The extent to which the internship accommodates the intern’s academic commitments by corresponding to academic calendar.

5. The extent to which the internships duration is limited to the period in which the internship provides the intern with beneficial learning.

6. The extent to which the intern’s work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.

7. The extent to which the intern and the employer Understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.

Organizations that choose to provide unpaid internships typically provide alternative forms of compensation such as:

• A monthly, semester or project-based stipend
• Sponsored membership to a professional development organization
• Attendance at local, regional or national professional development trainings or conferences
• Academic scholarships
INTERNSHIPS & ACADEMIC CREDIT

After a student secures an internship, the responsibility lies with the student, not the employer, to explore the potential to earn academic course credit.

While the TCC Career Center does not automatically grant academic credit for internships, students are able to receive credit by submitting an Internship Confirmation Form and enrolling in the Internship Course, IDS 2941. After successful completion of the internship and course, the student will earn 3 elective credit hours.

An organization should avoid promising that their internship will qualify for academic credit, as this is determined by TCC Career Center Staff.

The Internship Course is an online class designed to document the student’s internship experience and create a forum for all participants to learn and share. Students are tasked with keeping a timesheet to document their time and a journal to reflect on new tasks and/or learning experiences. Students will receive regular progress reports from their internship supervisor, build a professional LinkedIn profile, complete professional development assignments and submit a final reflection paper.

ALTERNATIVES TO ACADEMIC CREDIT

Students who do not wish to enroll in the Internship Course can still earn recognition from TCC for completion of their internship:

- Experiential Learning Certificate – at the completion of the internship, students will receive a certificate that they can upload to LinkedIn or their Career Portfolio
- Transcript Notation – students will receive a notation on their official transcript to document the completion of an internship
BEFORE YOU LAUNCH AN INTERNSHIP PROGRAM

57.5% of students who had an internship received at least one job offer after graduation.

The one-year retention rate for intern hires with internal experience is 71.4%, while it is 59% for those with external internship experience.

National Association of Colleges and Employers (NACE)

Before you launch your internship program, make sure that your organization is ready to devote time to train, supervise and mentor the intern.

Make sure that you assess your organizational needs:

• Are there projects that you would like to see completed?
• Is there a big project or peak season when your organization needs extra help?
• Do you have a specific employee that would benefit from extra short-term assistance or management experience?
• Do you have preexisting resources or programs that need an update?
• Do you have a great idea that your organization needs help launching?

Make sure that you assess your organizational readiness:

• Does your organization have both the time and resources needed to develop and mentor an intern throughout the entire experience?
• Is there a physical space for the intern to complete work equipped with the necessary technology?
• Can you develop a clear plan of how the intern can effectively contribute to your goals?
• Do you have a supervisor with some degree of expertise in the area in which the intern will be working?
• Who will be responsible for planning and executing your intern’s on-boarding and off-boarding process?
• Does your organization have the supervision structure to ensure the intern is meeting organizational standards?

Typically, employers begin recruiting interns at least 4 months before their start date.

However, we offer flexible start dates because our mission is to service both students and partners as quickly as possible. Therefore, most internships do not begin on structured dates or semesters.
WHAT ARE **MY REQUIREMENTS** AS A PROVIDER?

As a provider, you will be responsible for:

- Ensuring that the intern has a supervisor that will oversee their internship and completed hours
- Provide the intern with adequate training and educational benefits
- Having the supervisor complete a midterm and final evaluation of the intern's participation

We encourage you to keep in contact with the TCC Internship Program Coordinator in regards to the intern’s progress.

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HOW TO DEVELOP A **POSITION DESCRIPTION**

Your internship position description is often the first impression a student has of your organization. A well-developed internship position description will always attract the most interest and applications from student candidates. When crafting your position description, we recommend including the following:

1. **Why should a student choose your internship opportunity?**
   a. Incorporate a compelling (but very brief) description of your organization.
   b. Lead with a concise overall statement describing the internship opportunity.
   c. Use adjectives that accurately describe the work environment and culture (team-oriented, fast-paced, etc.).

2. **What will the intern gain from choosing your opportunity?**
   a. Provide a description of what the intern will learn from this opportunity.
   b. Brag on the supervisor – students want to know who will mentor them.
   c. Provide a description of any professional development opportunities available to students.

3. **What skills are needed for an intern to succeed in your organization?**
   a. Articulate the specific qualifications and skills.
   b. Avoid being vague.
How to recruit interns at TCC

The first step in recruiting interns from TCC is to advertise your opportunity through FutureLink. The Tallahassee Community College Career Center is proud to offer this FREE career services management system to our employers. TCC FutureLink is powered by Symplicity and endorsed by the National Association of Colleges and Employers. TCC FutureLink is designed to enhance communication between students, employers and Career Center staff. To receive important information and updates about this free service, please register at tccfuturelink.com/employers.

As a registered employer with TCC FutureLink, you may:

• Post your internship opportunities directly online
• View your postings
• Manage the duration of your postings
• Re-post positions without re-entering them
• Receive résumé books from qualified students (only available to verifiable employers)
• Register for and track upcoming Hiring Fairs and other events
• Schedule on-campus hiring sessions and information sessions

Registered students may:

• Search and apply for internship opportunities
• Receive emails describing opportunities that match their qualifications
• Access the Career Center’s calendar of events and special announcements

All listings on TCC FutureLink are reviewed and approved at the discretion of Career Center staff and we reserve the right to choose not to post an opportunity, if it does not appear to support the best interest of our students and/or the College.

TCC FutureLink guidelines

• TCC FutureLink is accessible to current TCC students and graduates, including international students. It is the employer’s responsibility to verify employment eligibility.
• Opportunities submitted by employers for TCC FutureLink cannot be combined with the marketing and/or sale of products or services to students.
• Opportunities submitted by employers for TCC FutureLink should not have any upfront associated costs for students related to the student being employed or being considered for an internship opportunity. This includes but is not limited to membership fees; startup fees; fees for lessons (training); portfolio costs; placement fees; and the purchase of tools, samples, or sales kits.

The College retains the right to remove any employer account, contact account, or job listing from TCC FutureLink without consulting or informing the submitting employer.

By choosing to register with TCC FutureLink, you agree to abide by the above list of guidelines.
Making an Internship Offer

Making an internship offer is similar to making a permanent, full-time job offer. Student candidates are often considering, applying to and interviewing for many internship opportunities.

When you feel you have found an ideal candidate, make your internship offer as soon as possible. Give a deadline for their final decision, but provide enough time for the candidate to assess your offer.

Extend your formal internship offer in writing, detailing your total professional development and compensation package in addition to work schedule expectations, specifically any required in-office dates.

Once your internship offer has been accepted remove the posting from any job boards and have your intern start completing hiring paperwork.

Setting Your Intern Up For Success

Remember that your intern may not arrive knowing all of the skills necessary to get the job done. So be sure to provide initial and ongoing training and support!

Orientation

Intern orientation should be held on or before the first day of work. In preparation for their arrival, you can make them feel valued by pre-ordering any nametags, branded shirts, door plaques, business cards, etc.

Consider including the following:

• Describe the organization’s history
• Explain the organizational structure
• Outline organizational rules, policies, decorum, and expectations

Developing Learning Goals

Develop learning goals with your intern to identify outcomes and desired experiences. Learning goals should be SMART (specific, measurable, attainable, realistic, and time-bound). To ensure time is spent productively, collaborate with your intern in creating these goals. Learning goals may relate to:

• Job Skills (“Hard Skills”)
  Concrete skills the intern hopes to obtain or build, such as learning to follow or perform appropriate procedures, utilize special equipment/technology, and executing specific methods or job-related tasks.

• Personal/Professional Skills (“Soft Skills”)
  Less tangible skills and competencies the intern hopes to cultivate, such as critical thinking, self-confidence, working effectively with others, professional etiquette, networking, time management, organization, and decision-making.

• Career Field/Industry Knowledge
  • New information regarding the company, industry, occupation, or job duties

Detail Your Supervision Style & Expectations

Provide On-going Feedback & Professional Development Opportunities
EVALUATING THE INTERN

When providing an evaluation for the intern, be sure to include feedback on the intern’s timeliness and ability to take and follow direction. Mention areas that need growth and development, as well as areas in which the intern excelled.

Internships are experiential learning opportunities designed to enhance the academic coursework. Therefore, it is recommended that you provide two evaluations:

THE MIDTERM EVALUATION
( THE FIRST EVALUATION )

WHEN | After the intern has completed 75 hours (half of the 150 hours that are required). In addition, this is after orientation, onboarding and training is complete. Assess progress made towards agreed upon learning goals and determine if additional resources are necessary to complete assignments. Provide constructive feedback on areas of professional growth.

GOAL | Ensure everyone’s initial expectations are being met.

THE FINAL EVALUATION

WHEN | After the intern has completed the required 150 hours.

GOAL | Both supervisor and intern can reflect on the experience, celebrate successes, assess professional growth as well as discuss constructively areas of improvement for both the intern professionally and the Internship Program.
Tallahassee Community College does not discriminate against any person on the basis of race, color, ethnicity, genetic information, national origin, religion, gender, sexual orientation, marital status, disability, or age in programs or activities.