

## **SCHOOL OF BUSINESS AND INDUSTRY (SBI) CAREER PARTNER/EMPLOYER INTERNSHIP POLICY**

The fulfillment of SBI internships can be performed through the following three platforms: On-site, Hybrid, or Virtual. The internship platform designation will solely be the decision of the Career Partner/Employer offering the opportunity.

### **SBI's definition of On-site, Virtual and Hybrid Internships**

An On-site internship is performed 100% physically present on-site throughout the internship.

A Hybrid internship is performed at least 51% remotely and no more than 49% physically present on-site throughout the internship. (Negotiable)

A Virtual internship is performed solely remotely using various on-line platforms. The intern is never physically present on-site throughout the internship.

### **REQUIREMENTS FOR INTERNSHIP ACADEMIC CREDIT**

- Internship must be paid (Negotiable)
- Internship opportunity must be professional in nature
- Internship opportunity must offer authentic work experience related to the academic coursework and knowledge obtained
- Internship duration is no less than 8 weeks in length
- Students should work no less than 300 hours in total while on internship
- Internship must be On-site, Hybrid or Virtual with continuous supervision provided

### **REQUIRED DOCUMENTATION NEEDED BY STUSENT**

- An **Offer Letter** from the Career Partner/Employer on Letterhead with the information listed below:
  - Title of Intern Position
  - Beginning Date and Ending Date
  - Internship Platform (On-site, Hybrid or Virtual)
  - Number of Hours Per Week (i.e. On-site: 20 hrs, Hybrid: 20 hrs =11 hrs Virtual/9 hrs On-site Virtual: 20 hrs)
  - Salary (Paid or Unpaid)
  - Supervisor/Hiring Manager Name, Title, Telephone Number, and Email Address
  - Technology Equipment Needed
- A **Position Description** from the Career Partner/Employer
- **Note: A brief description of role and responsibilities of intern Position is also acceptable in the Offer letter**

### **SBI INTERNSHIP SUPERVISOR EXPECTATION**

1. Provide a professional work experience for the intern
2. Provide the intern with a job description and establish goals for the internship experience with the intern
3. Develop learning objective with the intern to be carried out at the internship site that fulfill the goals of the internship
4. Communicate with the intern on a regular basis to provide feedback on the quality of work
5. Track the intern's total work hours for reporting purposes
6. Inform intern in writing, of any safety hazards and/or confidentiality and legal requirements
7. Keep the intern updated on their progress
8. Immediately convey any concerns about the intern's performance to the Faculty Intern Supervisor
9. Meet with intern to review required evaluations
10. Complete the required evaluation of the intern by the stated deadline

### **SOURCING FUTURE SBI AND/OR FAMU TALENT**

All internships and/or fulltime opportunities must be advertised using Rattler's BizLink powered by Simplicity or Handshake. Due to our University's Confidentiality Policy, no student data (i.e. name, classification, major, gpa, transcript, email address, telephone number, etc.) can be provided in the form of lists. The Career Partner/Employer is responsible for posting, receiving/screening applicants, scheduling interviews, interviewing, making selections, and notifying applicants of decisions.

#### **Need a Rattler'S BizLink account managed by SBI?**

Account Request: [https://famucol.qualtrics.com/jfe/form/SV\\_29836sBDjAvbZwq](https://famucol.qualtrics.com/jfe/form/SV_29836sBDjAvbZwq)

#### **Need a Handshake account managed by FAMU Career & Professional Development Center?**

Account Request: <https://cpdcenter.famu.edu/>