



Intern Request and Training Form

This form should be used by employers to initially submit their internship posting for review. Employers can use their own position description format in lieu of the Internship Position Description (page 2 of this document). The position description must include:

- Qualifications and/or skills needed.
- The duties and specific job responsibilities.
- The employability and technical skills to be learned by the student.
 - Example employability skills: *Professionalism, Teamwork, Communications, Critical Thinking, Global Citizenship, Leadership, Technology, Career Management*
- A description of how the student's performance will be assessed by the employer supervisor.

- Employer address, phone, and email.
- Employer federal tax identification number.
- Designated internship supervisor name, title, phone, and email.
- Rate of pay (see section on *Unpaid Internship* below if no pay is planned. **The College promotes paid internships over unpaid internships**).
- Expected start and end dates (*Note: internship must last the full semester – typically 15 weeks in Fall and Spring and 8 weeks in the Summer*)
- Expected hours to be worked per week and, if possible, the expected work schedule.



Internship Position Description

Employer Name: _____

Address: _____

City: _____

State: _____

Zip: _____

Contact Person: _____

Contact Title: _____

Phone: _____

Federal tax ID number: _____

Email: _____

Web Address: _____

Note: internship must last the full semester – typically 15 weeks in Fall and Spring and 8 weeks in the Summer

Expected Start Date: _____

Expected End Date: _____

Job Title: _____

Minimum Qualifications/Skills: _____

Job Description and Responsibilities (*Please be specific and attach a page if necessary.*):

The employability and technical skills to be learned by the student. *Example employability skills: Professionalism, Teamwork, Communications, Critical Thinking, Global Citizenship, Leadership, Technology, Career Management*

Rate of Pay: per HOUR MONTH YEAR Unpaid Estimated hours per week:

Number of Available Intern Positions: _____

Best Days/Hours for Intern to work: _____

*(*Internships must last a minimum of one semester)*

Could this become a permanent position? YES NO

How did you learn about The College of the Florida Keys Internship Program?

Please review expectations and sign on pages 2 and 3

75.74(B) Intern Request Form (updated 6/30/22)

EMPLOYER EXPECTATIONS

The following expectations will assist in maximizing the internship experience for the business and will ensure an efficient and effective process for working with The College of the Florida Keys (CFK) student.

The employer will adhere to the hiring practices of their business including completion of appropriate paperwork and training.

The employer will ensure that the intern is aware of all written and unwritten workplace protocol and procedures, rules, standards, and practices.

The employer acknowledges students are accountable for work in other courses and will provide a reasonable and flexible work schedule.

The employer will identify a company mentor to supervise and develop the intern's work progress.

The employer will maintain contact with the CFK Internship Coordinator or faculty member to provide feedback on how the placement is progressing.

The employer will notify the CFK Internship Coordinator as soon as possible if a problem develops with the intern's performance, or if the intern resigns or is terminated from the internship.

The employer will complete the Employer Evaluation Form upon completion of the internship.

The employer shall maintain all required insurance and worker's compensation coverage on the intern. Interns are not covered by The College of the Florida Keys' insurance policy.

The employer shall remain in compliance with all federal and state anti-discrimination laws, including the Americans with Disabilities Act, regardless of the intern's unpaid or paid status.

The employer will review the Internship Handbook in its entirety and orient themselves to the standards, roles, and responsibilities.

Important information for all unpaid internships:

According to the U.S. Department of Labor, unpaid internships for non-profit charitable organizations, where the intern volunteers without expectation of compensation, are generally permissible (2010).

The following six criteria must be applied when making this determination:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff;
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;

- 5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
- 6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

If all of the factors listed above are met, an employment relationship does not exist under the FLSA, and the Act's minimum wage and overtime provisions do not apply to the intern. This exclusion from the definition of employment is necessarily quite narrow because the FLSA's definition of "employ" is very broad. Some of the most commonly discussed factors related to "for-profit" private sector internship programs are outlined in the website referenced below.

Source: U.S. Department of Labor
www.dol.gov/whd/regs/compliance/whdfs71.pdf

By signing, _____ (Employer) agrees to the above expectations and those outlined in the Internship Handbook and will actively perform their role throughout the internship. Additionally, they acknowledge and understand the requirements for an unpaid internship.

Authorized
Signer: _____

Name (Please Print): _____ Date: _____

Title: _____

For CFK Internal Use, Employer/Organization please do not fill out this section:

Internship Site Approved YES NO

Subject Matter Expert: _____ **Date:** _____

Dean: _____ **Date:** _____

Reason for denial: