



THE  
COLLEGE  
OF THE  
FLORIDA KEYS

# Internship Handbook

# TABLE OF CONTENTS

---

Introduction.....	2
What is the Internship?.....	2
Benefits of an Internship .....	3
Student Benefits	
Employer Benefits	
CFK Benefits	
Definitions.....	4
Responsibilities of Internship Participants	
– Role and Responsibilities of the Student.....	5
– Application Requirements.....	6
– Academic Credit.....	6
– Degree Program Overview.....	7
– Role and Responsibilities of the College.....	8
– Role and Responsibilities of the Employer.....	9
– Becoming an Internship Host Site.....	10
– Recruiting and On-boarding a Student Intern.....	10
– During the Internship.....	11
– The Test for Unpaid Interns and Students.....	11
Forms Overview.....	12-13

# Internship Handbook

## Introduction

The decision to participate in an internship can positively affect the rest of a student's life. It has the potential to be one of the most valuable parts of the college experience.

Designed to provide the student with on-the-job practical experience, an internship experience is a critical link between the college classroom and the "real world."

The intent of this handbook is to assist students in making the most of their internship experience and define the roles and responsibilities of parties involved.

## What is an Internship?

1. An internship is designed to make a student's educational program more relevant and meaningful by integrating classroom curriculum with academically related periods of practical work experience. These experiential learning opportunities are diversified to provide a broad range of involvement within each chosen area of interest.
2. An internship involves a cooperative alliance between the College of the Florida Keys, employers, and students to define, implement, and monitor this exceptional learning opportunity. An internship integrates on-the-job experience with academic studies.

# Benefits of an Internship

## Student Benefits

An internship provides the student with the opportunity to:

- Gain a career-oriented work record, which can increase the value of the student to potential employers after graduation.
- Earn a portion of their educational expenses (if paid internship).
- Explore and confirm career choices.
- Earn academic credit (if approved by the college).
- Develop potential employment contacts for careers after graduation.
- Realistically test and apply knowledge gained in the classroom.

## Employer Benefits

An internship provides the employer with the opportunity to:

- Groom promising new talent to meet the future needs of the organization.
- Observe and evaluate a student's potential under working conditions and over an extended period before considering hiring the student on a permanent basis.
- Increase productivity by allowing better utilization of professional personnel for more difficult and critical projects while assigning internship students to semi-professional responsibilities.
- Save money by reducing recruitment costs.
- Experiment with new positions without making an extensive commitment or investment.
- Infuse creative new talents and ideas into the organization.
- Promote better communication and mutual understanding between the College and employer.

## CFK Benefits

An internship provides the College with the opportunity to:

- Extend the classroom into the corporate community providing a more meaningful and diversified educational opportunity for the College's student body.
- Open communication channels between higher education and industry, helping the College to identify and respond to today's changing educational needs.

# Definitions

For the purposes of this document, the following definitions should be used.

**Employer** - a sole proprietorship or a business or organization that hires at least one individual, pays the individual a salary or wage, and has the power to control the individual's work duties and should be eligible to conduct business in the State of Florida.

**Internship supervisor** - an employee of an employer providing a work-based learning opportunity, who supervises a student or students participating in a work-based learning opportunity.

**Internship instructor** - employee of CFK who is responsible for administration of the student's work-based learning opportunity and, if applicable, the student's training agreement.

**Subject Area Expert** - employee of CFK who is an expert in the field in which the student is pursuing an internship.

**Student** - a person enrolled at CFK participating in a work-based learning opportunity.

**Technical skill** - the applied knowledge and abilities capable of performing tasks required of a specific occupation or career field.

**Work-based learning opportunity** - an interaction with industry or community professionals that occurs in a workplace setting, to the extent possible, or a simulated environment at an educational institution that allows firsthand experience with tasks required in each career field, is aligned with curriculum and instruction, and is provided in partnership with an educational institution. Learning opportunities may be on or off campus, paid or unpaid, and credit bearing or non-credit bearing.

(2) A work-based learning opportunity meets the following criteria:

- (a) Be developmentally appropriate.
- (b) Identify learning objectives for the term of experience.
- (c) Explore multiple aspects of an industry.
- (d) Develop workplace skills and competencies.
- (e) Assess performance.
- (f) Provide opportunities for work-based reflection.
- (g) Link to next steps in career planning and preparation in a student's chosen career pathway.
- (h) Be provided in an equal and fair manner.
- (i) Be documented and reported in compliance with state and federal labor laws.

*Fla. Stat. § 446.0915*

# Student

The Internship Program is an alliance between an employer, CFK, and the participating student. For this alliance to function properly, the parties must understand and perform their responsibilities.

While the overall success of the internship is a shared responsibility between the student, the College, and the employer, **the student is expected to vigorously invest their time and effort.**

## The Role and Responsibilities of the Student

Internship students have many responsibilities. They should realize that they represent themselves and the College. Their actions will leave an impression on the employer and may affect an employer's desire to increase or terminate participation within an internship.

The internship student's responsibilities include:

1. Upholding their obligation to the employer by:
  - Avoiding unnecessary absences.
  - Arriving on time for work.
  - Dressing appropriately.
  - Carefully and accurately completing assignments.
  - Complying with workplace requirements.
  - Working cooperatively with coworkers.
  - **Keeping the channels of communication connected and open.**
2. Upholding their obligations to faculty and advisors by:
  - Taking the initiative to set up meetings.
  - Arriving on time for scheduled meetings and being appropriately prepared.
  - Completing and turning in assignments and course required documentation in a timely fashion.
  - **Keeping the channels of communication connected and open.**
3. Upholding their obligations to Student Success Services by:
  - Participating in the required course documentation.
  - Completing and turning in paperwork in a timely fashion.
  - **Keeping the channels of communication connected and open.**

## Communication

*Success is a shared responsibility...however,*

keeping the channels of communication open with faculty, the internship site, advisors, and internship coordinator is the student's responsibility. Students are expected to be persistent in their efforts to connect and take prideful ownership of their success.

## Minimum Student Application Requirements

1. Student is currently enrolled as a degree-seeking student with 12 credit hours completed.
2. Student has a minimum of 2.0 grade point average and be in good academic standing.
3. Student must acknowledge understanding of work-based learning concepts, including, but not limited to, work-based learning opportunity rules, procedures, policies, and professional expectations per the Internship Agreement.

## Academic Credit and Degree Requirements

Credit for internships will be awarded upon successful completion of the internship and the successful completion of all required documentation. The number of credits earned will be based on the number of hours worked, not to exceed four credit hours in accordance with the table listed below:

Total Work Hours		Credit Hours Earned
75 hours	=	1 credit
150 hours	=	2 credits
225 hours	=	3 credits
300 hours	=	4 credits

The internship instructor is the individual overseeing the learning experience. They will evaluate assignments and will issue the grade earned. Grades are issued when all requirements are met, and assignments have been reviewed and graded for accuracy and quality.

Students should be aware of their degree requirements and whether an internship is required for their specific degree. An overview of these programs is outline on the following page.

The College of the Florida Keys Internship Requirement Overview

<b>Degree</b>	<b>Degree Level</b>	<b>Is an internship (work-based experience) required for degree completion?</b>	<b>How many credits satisfy the requirement for this degree?</b>	<b>How many working hours must be completed to receive the number of credits required?</b>	<b>What course satisfies the requirements for this degree?</b>
<b>MARINE SCIENCES</b>					
<i>Marine Resource Management</i>	Bachelor of Science (BS)	Yes	4 credits	Embedded in course	OCB 4945 – Capstone Experience: Marine Resource Management
<i>Marine Environmental Technology</i>	Associate of Science (AS)	No; optional elective	1-4 credits can be earned	Varies	OCB 2940 – Internship
<i>Tropical Ornamental Mariculture Technician</i>	Certificate	Yes	4 credits	300 hours	OCB 2940 – Internship or OCB 2902 – Directed Individual Study
<b>DIVING</b>					
<i>Diving Business Technology</i>	Associate in Applied Science (AAS)	No; optional elective	1-4 credits can be earned	Varies	PEN 2942 – Internship: Diving Business and Technology
<b>ENGINEERING TECHNOLOGY/RENEWABLE ENERGY</b>					
<i>Engineering Technology - Renewable Energy Technician</i>	Associate of Science (AS)	Yes	3 credits	225 hours	ETP 2940 – Prof Internship Eng Technology
<b>CULINARY</b>					
<i>Culinary Management</i>	Associate of Science (AS)	Yes	1 credit	75 hours	FSS 2941C – Internship in Culinary Mgmt
<i>Culinary Arts</i>	Certificate	Yes	1 credit	75 hours	FSS 2941C – Internship in Culinary Mgmt
<b>HOSPITALITY</b>					
<i>Hospitality and Ecotourism Management</i>	Associate of Science (AS)	Yes	3 credits	225 hours	HFT 2940C – Internship in Hospitality & Ecotourism Management



# The College

## The Role and Responsibilities of the Academic Department and Internship Instructor

The faculty and department have a crucial role in the student's internship experience. The guidance provided by them determines the direction and the quality of the learning experience.

The department's responsibilities include:

- Designating subject area experts or administrators to conduct site visits.
- Ensuring site visits are conducted and documented prior to start date.
- Assisting students in finding appropriate internship opportunities as needed.

The internship instructor's responsibilities include:

- Meeting with the student to assist in the formulation of the syllabus; Clearly defining expectations and course requirements for the internship student.
- Assisting in the collection and completion of all necessary documents.
- Acting as the liaison between the student, employer, and CFK.
- Providing guidance to the student throughout their internship assignment.
- Evaluating and grading the internship experience.

## Role and Responsibilities of Academic Advisor

- Meet with the student to determine student eligibility, including GPA and credit completion requirement.
- If receiving academic credit, provide students with the steps and procedures to successfully enroll them in the appropriate internship course.

## Role and Responsibilities of Internship Coordinator

- Review employer internship requests and provide approval for internship sites.
- Provide permission and approval for student interns, which allows them to register for an internship after eligibility has been confirmed.
- Assist in determining student eligibility for participation in an internship.
- Assist students in finding appropriate internship opportunities as needed.
- Collect and distribute all internship documents to appropriate parties.
- Track students through the internship process to be sure that they reach benchmarks.

# Employer

The internship employer and host site play a significant role in the internship. One aspect that distinguishes internships from a temporary or volunteer position is that **internships have intentional “learning objectives” and mentoring.**

To qualify and maintain proper classification as an internship host site, the employer must, at a minimum:

- Successfully been in full-time business for at least one year and be able to provide their federal tax identification number.
- Offer continuous hands-on experience as the primary function of the intern and training specific to the intern’s career goals and intended professional role.
- Allow representatives from CFK the opportunity to visit and/or observe at any time (as may be needed) to validate the internship and/or intern’s performance.
- Provide the intern with a qualified supervisor on-site who can guide the student’s work.
- Fully comply with the Department of Labor Fair Labor Standards act regarding intern pay. Paid interns should be compensated no less than minimum wage and in a pay range comparable with entry level positions within that job.
- Always ensure the intern’s safety and provide training and support toward safe work environments. Each student should be fully trained on, at a minimum, safety rules, regulations, and practices relevant to the job they will be performing and the employer’s procedures for reporting injury, harassment, or discrimination.
- Have an emergency contact for each student on file and readily accessible.
- Participate in an orientation provided by the College assessing the employer’s understanding of rules, policies, procedures, and employer obligations relating to work-based learning opportunities.

---

***Please note - Becoming a host site does not guarantee a student intern.***

Typically, a student will begin identifying a site as they approach the completion of their degree. The incentive of becoming an approved host site BEFORE a student identifies a site is the opportunity for faculty and staff to point students towards those sites. Being an approved site also helps with aligning opportunities with their educational and professional goals.

# Becoming an Internship Host Site

There are multiple steps in becoming an internship host site.

## **Step 1**     **Designate a supervisor for the internship.**

- Step 2**     **Develop an internship position description**, including
- 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*
  - Employer address, phone, and email.
  - Employer federal tax identification number.
  - 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.
  - Expected hours to be worked per week and, if possible, the expected work schedule.

## **Step 3**     **Submit and sign the Intern Request and Training Form with the above information.** Upon review, you will either receive approval or a request for additional information.

## **Step 4**     **Site Visit**

Once the position is approved, a site visit must be performed by a CFK subject matter expert or appropriate administrator before final approval and start of an internship opportunity. The site visit can be conducted in person or virtual and should assess the physical space where the student will work for appropriate safety, health, and professional standards.

For employers with a successful and approved site visit on file, a new site visit should be performed every 2 years unless otherwise deemed necessary by the College.

# Recruiting and On-boarding a Student Intern

- Upon approval of the internship opportunity, it is recommended that the opportunity be posted to Handshake or other electronic job posting boards for students to apply.  
*Visit [cfk.edu/studentlife/career-planning/](http://cfk.edu/studentlife/career-planning/) for steps to posting on Handshake*
- Once a student has been identified as a potential match, an interview is encouraged to provide appropriate employability skill development around interview skills.
- On-boarding of a student should include, at a minimum:
  - Training on safety rules, regulations, and practices relevant to the job they will be performing.
  - The employer's procedures for reporting injury, harassment, or discrimination.
  - Collection of emergency contact information, including name, phone, email, and relationship to student.

In the case of a student intern younger than 18 years of age, the employer must:

- Provide proof that the supervisor has not been arrested for and is awaiting final disposition of, have been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, or have been adjudicated delinquent and the record has not been sealed or expunged for, any offense prohibited under any of the provisions of Section 435.04(2) and (3), F.S., or similar law of another jurisdiction.
- Notify the student’s parent or legal guardian if there is an injury or illness, or allegation of harassment or discrimination involving the student related to the work-based learning opportunity as soon as possible, and the student’s instructor within 24 hours.

## During the Internship

To the maximum extent possible, the employer should:

- Provide student with opportunities to network and develop relationships with industry and community professionals potentially valuable to the student’s future employment and advancement.
- Provide continuously feedback, to include a mid-term and final evaluation of the student’s performance.

## 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.<sup>2</sup> 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 the academic calendar.
5. The extent to which the internship’s 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.”

*Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act (2018)*

## Forms Overview Before the Internship

Form	Description	Who needs to sign?	Completed by	Submitted to
<b>Intern Request and Training Form</b>	This form details the internship position, training, and employer information.	<ul style="list-style-type: none"> <li>• Employer</li> <li>• Subject Matter Expert or appropriate college representative</li> <li>• Dean</li> </ul>	Employer	Department, Dean, and Internship Coordinator
<b>Site Visit Form</b> <i>(skip if site has a visit on file less than 2 years old)</i>	This form is completed during the initial site visit conducted by Subject Area Expert or appropriate college administrator.	<ul style="list-style-type: none"> <li>• Employer</li> <li>• Department Subject Matter Expert or appropriate college administrator</li> </ul>	Department Subject Matter Expert or appropriate college administrator	Internship Coordinator
<b>Internship Interview Feedback Form</b> <i>(skip if no interview was conducted)</i>	This form evaluates the student's interview with the employer.	<ul style="list-style-type: none"> <li>• Employer</li> </ul>	Employer	Internship Coordinator
<b>Syllabus/learning plan</b>	An academic syllabus detailing the goals, objectives, and outcomes of the internship.	<ul style="list-style-type: none"> <li>• None, but should be created by instructor and student together</li> </ul>	Instructor and student	Academic advisor and Internship Coordinator
<b>Internship Agreement</b> <i>(this form should only be completed once a student has secured an internship and all the above forms have been collected)</i>	This form is an agreement between the student, employer, and college.	<ul style="list-style-type: none"> <li>• Employer</li> <li>• Student</li> <li>• Instructor</li> <li>• Parent/Legal Guardian if student is under 18 years of age</li> </ul>	Student	Internship Coordinator
<b>Independent Study</b>	This form allows the academic advisor to enroll the student in the appropriate internship course to receive credit.	<ul style="list-style-type: none"> <li>• Academic advisor</li> <li>• Student</li> <li>• Instructor</li> <li>• Dean</li> </ul>	Various	Academic advisor

### During the Internship

Form	Description	Who needs to sign?	Completed by	Submitted to
<b>Mid-term Evaluation</b>	This form is an evaluation of student progress mid-way through the internship	<ul style="list-style-type: none"> <li>• Employer</li> <li>• Student</li> </ul>	Employer or Student	Internship Coordinator

### After the Internship

Form	Description	Who needs to sign?	Completed by	Submitted to
<b>Final Evaluation</b>	This form is an evaluation of student overall progress	<ul style="list-style-type: none"> <li>• Employer</li> <li>• Student</li> </ul>	Employer or Student	Internship Coordinator
<b>Student Evaluation of Internship</b>	This form reflects the overall internship experience	<ul style="list-style-type: none"> <li>• Student</li> </ul>	Student	Internship Coordinator
<b>Course Grade</b>	Final grade	N/A	Faculty	

## Questions or Concerns

If you have questions or concerns related to your internship, please contact the academic department or internship coordinator.

*Internship Coordinator – Greg Barroso, [Gregory.barroso1@cfk.edu](mailto:Gregory.barroso1@cfk.edu)*



*Page intentional left blank*