

## Best Practices – Faculty Internship Manual

- Explain the benefits of participating in internships:
  - Internships help students gain real-world experience and apply the knowledge they are learning in the classroom to a professional setting.
  - Internships give students the opportunity to “try on” different careers before graduation and determine if they have chosen the best field of study.
  - Internships boost students’ resumes and help them develop a professional network.
- Help your student understand the types of internships available and the possibility of earning academic credit, wages and/or a stipend for their internship.
- Understand that there are ethical and legal standards internships must meet and which dictate a fair selection process for the hiring of interns, including the U.S. Department of Labor – Fair Labor Standards Act.
- Ensure your student begins their internship search and application process during the semester before the semester in which they wish to complete the internship.
- Work with your student to define their goals for an internship and encourage them to complete a learning contract with their employer outlining goals once they are hired.
- Once your student is hired, ensure they meet with their supervisor regularly to discuss progress and constructive feedback.
- Encourage your students to maintain a positive attitude during their internship and guide them on exhibiting exemplary professional behavior in the workplace. Additionally, provide them with strategies to handle challenging situations with tact and grace.
- Encourage your student to participate in team/department rotations during their internship, if possible, to get exposure to different types of work in the chosen field.
- Encourage your student to ask questions and take advantage of the opportunity to learn.
- After the internship, advise your student to thank their supervisors and maintain the professional contacts earned.
- Recommend your student visits their career center to perfect their resume and cover letter writing skills for future job searches.
- Refer your student to Handshake, FIU’s online platform for internship and job postings and professional development opportunities.
- Meet with your student to reflect on the learning experience following the internship.
- Ensure your student or the organization where they interned reports the internship to the university.