



Career and Talent Development Internship Opportunities # 2505.010

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
October 15, 2008	February 7, 2024	Career and Talent Development Division of Academic and Student Affairs

POLICY STATEMENT

The University Career and Talent Development department delivers innovative career readiness programming and guidance to enrolled students and alumni for up to one year post-graduation. Current students and alumni in Business, Hospitality, and Law should seek services from their dedicated career centers. Beyond one-year post-graduation, services are provided to alumni based on resource availability.

SCOPE

This policy applies to all FIU students and alumni.

REASON FOR POLICY

Career and Talent Development delivers internship guidance to FIU students and alumni and in doing so abides by university, state and national career development standards and regulations. This policy ensures that internships are handled in a professional and legal manner to protect FIU, our students and our alumni.

DEFINITIONS	
TERM	DEFINITIONS
Student	Any person enrolled as a degree-seeking student at FIU.
Alumni	Any person awarded a degree from FIU.
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 they are considering for career paths; and give employers the opportunity to guide and evaluate talent (National Association of Colleges and Employers - NACE).



ROLES AND RESPONSIBILITIES

Refer to procedures section below.

CONTACTS

RESPONSIBLE ADMINISTRATIVE OVERSIGHT
Office of the Provost
Florida International University
11200 S.W. Eighth Street - PC 526
Miami, FL 33199
305-348-2151

Questions about this policy should be directed to the Director of Career and Talent Development at (305) 348-2423.

HISTORY

Initial Effective Date: October 15, 2008
Review Dates (*review performed, no updates*): N/A
Revision Dates (*updates made to document*): April 5, 2017; March 22, 2021, February 7, 2024.



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PROCEDURE STATEMENT

Career and Talent Development (CTD): Participation In Internship Programs

Students interested in participating in internships must take the following steps:

Non-Credit Internships (students and alumni)

- Claim student account on CTD’s online career services platform.
- Prepare and upload resume(s) and other appropriate documents via career services platform for review and approval or follow the internal processes set forth by a student's individual college or department. Browse internship listings on CTD’s career platform or other resources and follow the application procedures for each posting
- Students are encouraged to notify CTD of internship upon completion of a non-credit-bearing internship

Credit Internships (degree-seeking students only)

- Claim student account on CTD’s career services platform
- Prepare and upload resume(s) and other appropriate documents via career services platform for review and approval or follow the internal processes set forth by a student's individual college or department. Contact academic unit/department/advisors to determine whether the internships they are applying to are eligible for academic credit. Students must comply with departmental requirements to receive a grade for the completed internship. NOTE: International Students must also take the application to the Office of International Students and Scholars and obtain CPT approval before beginning their internship and cannot participate without prior approval.
- Students are encouraged to notify CTD of internship upon completion

NOTE: International (F-1) student MUST consult with ISSS before committing to an internship, paid or unpaid.