



Welcome!

We are excited about your interest in participating in our Internship Initiative. Our goal is to be a leading example to other communities in work-based learning opportunities!

What's Next?

Attached you will find our host business toolkit containing:

- Frequently Asked Questions
- Testimonials from past businesses and students
- Student/business timeline
- Sample job description
- Sample “check in” forms
- Steps on how/where to post your internships

At any point throughout this process you can connect with me and I will help guide, facilitate and answer any question or concerns you may have.

We believe that you will find these internships to be worthwhile and rewarding experiences that you will share with other businesses within your network.

Thank you,

Alex Breault
Work-Based Learning Coordinator
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**INTERNSHIPS
&
WORK-BASED
LEARNING
FAQs**

- **How long should an internship last and what is the standard rate of pay?**

We recommend following National Academy Foundation (NAF Academy) guidelines, in which a student is required to complete a minimum of 120 paid work hours. The standard minimum for an intern is minimum wage at \$8.10 per hour or \$972.00 total.
- **Do I have to insure the student?**

Most academic institutions have accident insurance that covers students during their internship. It is best to confirm with the appropriate academic institution.
- **Will I have to provide health benefits for the student?**

Businesses are not required to provide healthcare coverage to interns.
- **When does the internship take place?**

The recommended minimum of 120 internship hours can take place at any point throughout the year. NAF Academy students must complete prior to the student's graduation.
- **What if my business is too small to host an intern?**

Internships can benefit businesses of all shapes and sizes! Think of an intern as a part time employee. An intern is an excellent solution to boost workplace productivity and enhance perspective.
- **What if we are not familiar with providing work opportunities for students?**

The Greater Naples Chamber of Commerce will provide businesses with the guidance and tools necessary to host a successful internship. Contact our Internship Coordinator for Support!
- **I have only heard of college interns. Will a high school student be experienced enough?**

Like college students, high school students must meet certain requirements to be eligible for placement. Most schools provide work place readiness orientations and workshops in addition to their industry specific classes.
- **What if my business cannot afford to pay for an intern?**

Non-profit companies may offer students payment in the form of community service hours. Outside funding through donations and grants are also available.
- **What if my business is not located in Collier County?**

Internships can be located anywhere if the student has transportation. Virtual internships are also available.
- **Can I hire on my intern as a full-time or part-time employee at the end of their internship?**

Yes! This is one of the benefits of internships. Should you value your intern's contribution, you have the opportunity to offer them a permanent position. [Please keep in mind that a student commits to completing a temporary internship and may not be able to accept a permanent position.]
- **Who do I contact if I have additional questions or encounter an issue during the internship?**

If you have additional questions, please contact Alex Breault, Work-Based Learning Coordinator at 239.403.2912 or alex@napleschamber.org.



**BEST
PRACTICES
TIMELINE**

1

How to prepare for an intern:

- Select a staff member to oversee intern
- Develop a list of tasks and responsibilities for the intern to work on – what are the day to day responsibilities, short term and long-term projects, etc.
- Make sure to keep to an 80/20 meaningful work ratio (80% industry specific tasks/programs, 20% data entry, filing, phone calls, etc.)
- Create Job Description – See sample on pg. 11
- Post job on one of the platforms listed in the How to Post section
- Interview possible candidates for the position
- Provide a new hire packet with procedures, expectations, staff contact list, etc.
- Read our “What To Expect When Hosting a Student Intern”
- Communicate to Alex Breault once selection is made

2

During the Internship:

- Provide a first day orientation – give the student a tour, introduce to staff, provide necessary supplies, office access, etc.
- Be inclusive – allow student to sit in on any informative meetings, calls, interviews
- Check in – depending on your company’s structure, do weekly or bi-weekly check-ins with the student to gauge their take-away’s and provide constructive feedback. See sample feedback form
- Feel free to take pictures throughout the experience and share with us!
Facebook & Twitter: @NaplesChamber

3

When the Internship is Completed:

- Conduct an Exit Interview – student feedback is an excellent way to refine program process and procedures.
- Provide constructive feedback on their growth over the internship period and any advice for their future in the industry.
- Internal Program Evaluation – discuss with staff and gather input on what went well and what could be improved for the next intern.
- Provide feedback and testimonials to our Internship Coordinator (or LCF), academic institution, and/or supporting organization.



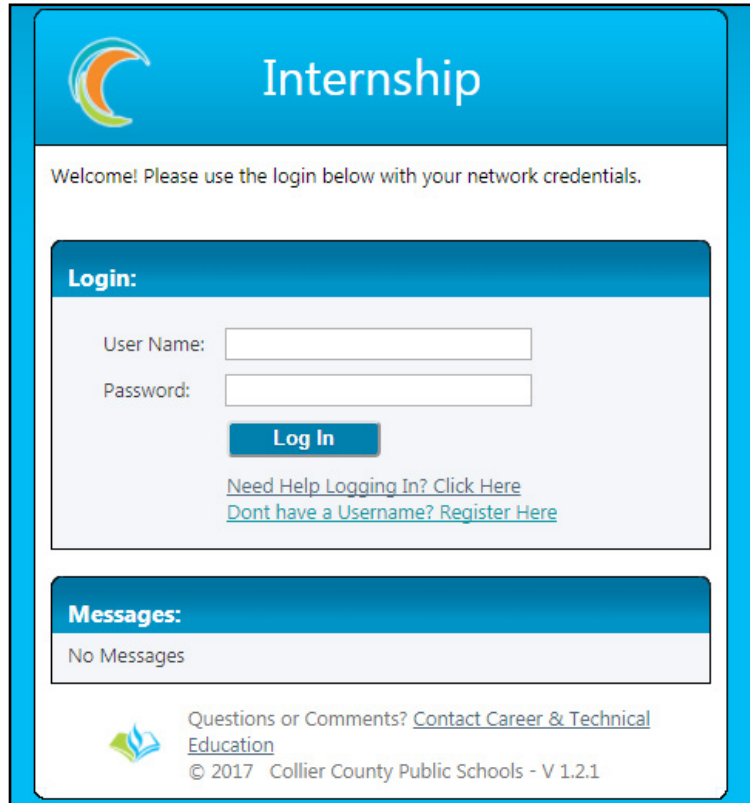
**HOW
TO POST
YOUR
POSITION**

How To Post Your Position

Once you and your team have determined who will be interviewing student(s), managing the intern(s), what tasks will be assigned to them, and put together a job description you are ready to post!

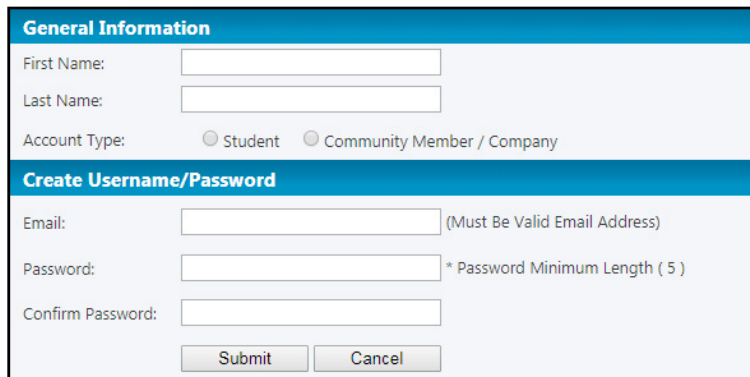
CCPS Internship Portal:

- 1 Login to:
<https://apps.collierschools.com/internship/Login.aspx>



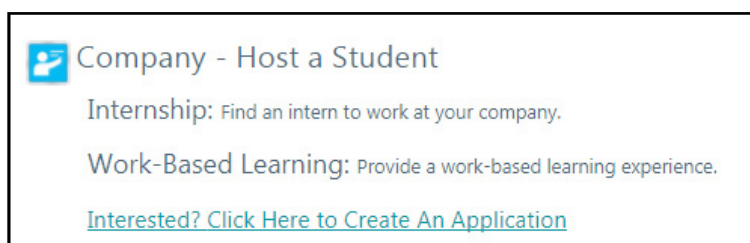
The screenshot shows the 'Internship' portal login page. At the top left is a logo with a stylized 'C' in blue and green. The title 'Internship' is in white on a blue background. Below the title, a message reads: 'Welcome! Please use the login below with your network credentials.' The main content area is titled 'Login:' and contains two input fields: 'User Name:' and 'Password:'. Below these fields is a blue 'Log In' button. Underneath the button are two links: 'Need Help Logging In? Click Here' and 'Dont have a Username? Register Here'. Below the login section is a 'Messages:' section with the text 'No Messages'. At the bottom, there is a small logo of an open book and the text: 'Questions or Comments? [Contact Career & Technical Education](#)' and '© 2017 Collier County Public Schools - V 1.2.1'.

- 2 Complete the online registration to create a username and password



The screenshot shows the registration form. It is divided into two sections. The first section is titled 'General Information' and contains three input fields: 'First Name:', 'Last Name:', and 'Account Type:'. The 'Account Type' section has two radio buttons: 'Student' and 'Community Member / Company'. The second section is titled 'Create Username/Password' and contains three input fields: 'Email:' (with a note '(Must Be Valid Email Address)'), 'Password:' (with a note '* Password Minimum Length (5)'), and 'Confirm Password:'. At the bottom of this section are two buttons: 'Submit' and 'Cancel'.

- 3 Create your job posting



The screenshot shows a page titled 'Company - Host a Student'. It features a blue icon of a person with a checkmark. Below the icon, the text reads: 'Internship: Find an intern to work at your company.' and 'Work-Based Learning: Provide a work-based learning experience.' At the bottom, there is a link: 'Interested? [Click Here to Create An Application](#)'.

CCPS Internship Portal:

- 4 From the drop down select:
-Host a student
-Internship
Then name your application

Please fill out all fields below and click the Submit Button. Once your application and/or job posting(s) are verified you will be notified by email and you will be able to view student resumes.

General Information

First Name: DAVINA
Last Name: LUKATELLO
Email: davina.lukatello@ccps.net

Company Information

Name: Internship for 2017
Address 1:
Address 2:
City:
State: Florida
Zip Code:
Telephone: (Required to be Contacted for Internship)
Industry: Please Select
Web URL:
Transportation: Do you require the student to have their own transportation?
Please Select
Worksite: Is the worksite address different than company address?
 No Yes

Company Document / Logo (Optional)
*Upload company logo, company brochure, and company documents

Company Employees (Optional)
*Company Employees Authorized To Contact Us

Internship Positions
*Add Positions for Internship

- 5 Complete your job posting and click submit at the top of the page

New Application Request

Please select the application type, category, and a descriptive name you would like to create the request for.

Application Type: Company - Host a Student
Category: Internship

Find an intern to work at your company.

Application Name: Internship for 2017 (Description)

Posting will be reviewed by CCPS Staff and confirmation will be sent via email.

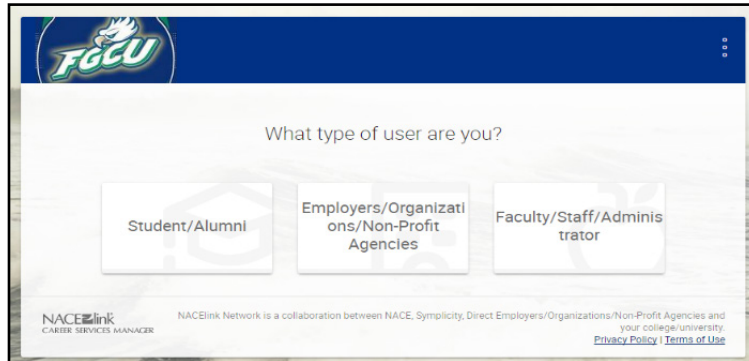
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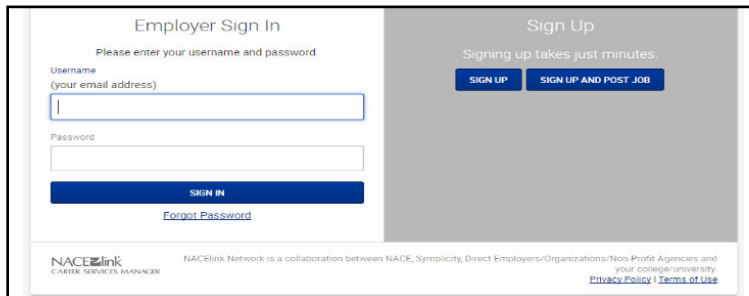
FGCU Internship Portal:

1 Go to <http://fgcu-csm.symplicity.com>

2 Click on the Employers tab



3 Click on “Register” or “Register and Post Job”



4 Complete a business profile

5 Your password will be emailed to you via an activation link

Once you have registered:

1 Click the “Employer” tab and log in

2 Click on “Jobs” on the top and click “Add New”

Allow 1–2 business days for approval of job posting and email confirmation.

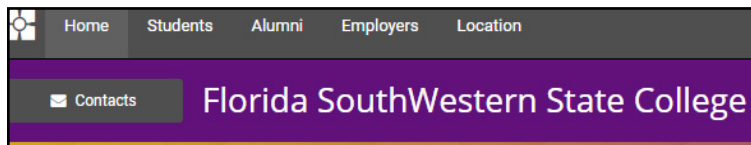
Florida Southwestern State College

In partnership with Careersource Southwest Florida

1 You must register and be approved in order to post jobs and conduct resume searches. An email address is required to register. Contact our office if you do not have access to email.

- Go to the URL listed at the top of this page.
- Select the **Employers** icon.
Read the information on the second screen.
- Choose **Create Account**. Enter registration info and create an Access ID. **If the ID you choose is already in our database, add a letter(s) or number(s) or an underscore.** It is best to use one word of your organization's name or an acronym or abbreviation.
- Once approved by our office, you will receive an email notification confirming your
- Access ID and informing you of your Password.

Note: The Help Page link will give you detailed directions and other useful information



2 Using the CCN Recruitment Services for Employers once approved:

Go to our school's site as above and choose the **Employers** icon.

- Click the link for **Online Services**.
- Enter your Access ID and assigned Password.
- From your account page, you may:
 - **Update or Review Registration Information**
 - **Post, Edit, Repost or Expire Job Postings**

If approved for this feature, you can easily **Search Student and Alumni Resumes**

- The more criteria you chose, the more limited your results will be.
- Use the toolbar Back button to exit out of resumes opened in Internet Explorer.



User ID

Password

Sign in

Forgot your [User ID?](#)

Forgot your [Password?](#)

Not registered? Sign up!

Create Account

[Supported Browsers](#)



Hodges University:

Internship positions can be sent to careers@hodges.edu and will then be posted to their online job board.

**SAMPLE
JOB
DESCRIPTION**

Job Title: Leadership Collier Foundation Intern (paid)

Company: The Greater Naples Chamber of Commerce

Reports to: Vice President, Leadership Collier Foundation

About the Organization:

The Greater Naples Chamber of Commerce is a non-profit organization of more than 1,400 active members that works to strengthen the local economy and promote the business community. The Chamber accomplishes this through public policy and business advocacy, leadership programs, executive business forums and sessions, and enhanced member benefits and services. The Chamber is dedicated to ensuring that Collier County remains the best place in America to live, work, and visit.

The mission of the Leadership Collier Foundation (LCF), a 501(c) 3 corporation, an affiliate of the Greater Naples Chamber of Commerce, is to build a broad-based network of community leaders who enhance their leadership abilities and skills through continuing education, shared perspectives and community involvement to enable them to work toward solutions in the public interest. The Foundation accomplishes this through the program it governs:

Leadership Collier™

Growing Associates in Naples™ (GAIN™)

Youth Leadership Collier™

Campaign for Leadership™

Leadership Institute™

Through the work of the LCF Alumni Association™, graduates continue to build alliances, foster goodwill and civic trusteeship that will strengthen Collier County through nonprofit organizations, local government boards and our schools while enhancing relations with other like-minded, influential community leaders.

Internship Objectives:

- Provide opportunities to the student(s) for application of classroom knowledge to the world of work
- Enable student(s) to learn more about a chosen industry or field
- Help student(s) develop valuable contacts in the field by networking with professionals
- Help identify technical and/or theoretical competencies that need further development
- Enable student(s) to assume professional responsibilities and substantial tasks
- Help student(s) further develop motivation and self confidence
- Aid in the LCF's capacity of building community leaders.

Duties:

- Compile/administer applications for Leadership Collier, GAIN, and YLC
- Participate in committee meetings, event site visits, special projects with classes, etc.
- Alumni records management
- Compile/administer registration forms for Volunteer Expo
- Support current LCF social media
- Support monthly eNewsletter creation
- Create Leadership Collier, GAIN, and YLC session surveys
- Event assistance when able
- Support all session preparation (binders, agendas, biographies, snacks, drinks, etc.)
- Other duties as assigned.

Knowledge, Skills and Abilities:

Microsoft Office Suite, intermediate technology skills for web-based applications, social media experience. Must be well-spoken, professional and outgoing. [add additional company specific skills]

Attire:

Appearance is an essential part of The Chamber's business image and plays an important role in public relations. A properly attired and groomed employee helps create a favorable, professional image and impression for The Chamber. Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and to office cohesiveness. Every employee has some contact with the public and therefore represents The Chamber in appearance as well as by actions. The Chamber offers the opportunity for its interns, at all times excluding appropriate functions, to dress in business casual daily. Employees are responsible for ensuring that their dress and grooming project a positive public image.

Acceptable business casual attire includes, but is not limited to clean, coordinated, and well maintained: polo shirts; pullover shirts; button-down shirts; blouses; sweaters/cardigans; turtleneck shirts; blazer/sport coats; casual pants; Capri's; slacks; khakis; dress pants; skirts; polished and presentable flat shoes; dress shoes; and dress sandals.

Unacceptable business casual attire includes but is not limited to: Tight, baggy, short, revealing, or scanty clothing; jeans; athletic clothing; shorts; sweatshirts/sweatpants; skirts more than 4" above the knee; leggings; T-shirts; spandex pants; cargo pants; denim clothing (skirts, shorts, jackets); tight fitting tops; halter tops; tube tops; tank tops; crop tops; clothing made of see-through materials, revealing or suggestive clothing, shirts with slogans/profanity/nudity/ suggestive sayings, cartoons, or drawings; sneakers; flip flops; torn, patched or faded clothing.

Timeline:

September-May, 5-10 hours per week.

May be extended to June to support Youth Leadership Collier program.

How to Apply:

Youth Leadership Collier graduates may send application with cover letter and resume to Alex Breault, Internship Coordinator, Leadership Collier Foundation at alex@napleschamber.org.

**WEEKLY
CHECK-IN
REPORT**

Sample Weekly Check-In Report

Student Name:

Date:

Company Name:

Department:

Report Period: _____ to _____

1. What were your primary responsibilities or tasks this report period?
2. What tasks did you find rewarding or applicable to your area of study?
3. What responsibilities did you find challenging? Why?
4. Describe (if any) areas of growth you made this report period.

Student Signature

Supervisor Signature

**WHAT TO
EXPECT
WHEN
HOSTING
A STUDENT**

What To Expect When Hosting A Student

As a manager or owner of any size business it takes a great deal of trust and guidance when considering a new hire. While it may seem challenging hiring young students, you will find that the teach-ability, enthusiasm, fresh ideas, and support far outweigh the guidance that is necessary in a successful intern experience.

Here are some helpful tips when managing this generation of workers:



RUN ON POSITIVE AFFIRMATION

Lead with positive intent when guiding and teaching. Smile's and compliments go a long way in helping the student feel appreciated. Keep feedback constructive and frame them positively



TECH SAVVY

Having been inundated with technology from birth, many systems may be second nature to them or they pick up very quickly



VARIOUS EXPOSURE TO EVERYDAY TASKS

You may find students of this digital generation may not have basic workplace skills such as mailing letters, using copy machines, etc. Let the student know you are always happy to support teaching them some of these basic skills!



WARM AND SOCIAL

You will find students appreciate inclusivity and peer to peer connections.



ATTIRE

Set clear dress expectations up front but bear in mind you may have students from all socio-economic levels where their resources are limited.

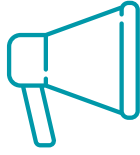


TRANSPORTATION

Not all students have easy access to transportations and their schedules may be indicative of that.

**OTHER
WORK-BASED
LEARNING
OPPORTUNITIES**

Other Work-Based Learning Opportunities



GUEST SPEAKER

Present to a classroom of students about your area of expertise



JOB SHADOWS

Students spend a few hours or a full day on the job to learn more about a specific job, person, or task



MOCK INTERVIEWS

Conduct a job interview and provide constructive feedback to help a student better their interviewing skills



VIRTUAL TOUR

Allow students to know what it is like to operate a business, participate in real-world project-based learning activities



INFORMATIONAL INTERVIEW

Allow a student to interview you about your industry, education, workplace culture, and advice for their future in that chosen field



MENTORING

Provide mentorship to a student who is interested in your field of expertise



PRESENTATION PANEL

Sit on a panel as students practice speaking in front of a business professional



WORK-SITE TOUR

Invite students to visit the workplace to observe career opportunities within the company

POINTS OF CONTACT

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