• Explain the benefits of participating in internships:
  o Internships help students gain real-world experience and apply the knowledge they are
    learning in the classroom to a professional setting.
  o Internships give students the opportunity to “try on” different careers before
    graduation and determine if they have chosen the best field of study.
  o 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
• 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.