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EXPERIENCE.

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OFFICE OF CAREER SERVICES EMPLOYER INTERNSHIP GUIDE THE UNIVERSITY OF TAMPA

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MEET THE INTERNSHIP TEAM



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Please contact UTEmployerRelations@ut.edu with any questions you may have.

EXECUTIVE SUMMARY

11,400+

Students at UTampa from all 50 states and worldwide.

1,440

Internships Completed for Academic Credit AY25

*AY = Academic Year

38k+

Internships posted on Handshake AY25

1,303

On-Campus Interns AY25

33k+

Student internship applications submitted on Handshake AY25

102

Companies participated in AY25 Internship Fairs



EMPLOYER INTERNSHIP FAQ

Internships Defined

According to the National Association of Colleges and Employers (NACE), 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.

Internship vs. Part-Time Job

Internships **MUST** include specific learning objectives for the student. In the classroom, students build knowledge from lectures, assigned reading, exams, and class projects. Through internships, student interns learn through practical application of what was gained in the classroom under supervision from an industry expert(s).

To be truly defined as an internship, the experience must be:

- 1.) Related to the intern's intended career field or coursework.
- 2.) Facilitated by an internship supervisor who provides regular constructive guidance, evaluation, and feedback.
- 3.) Targeted toward a learning objective, which the intern engages in and reflects upon throughout the course of the internship.

Developing a Strong Internship Position Description

Though similar to a part-time or full-time job description, internship position descriptions should also disclose learning outcomes. When interns recognize value in the internship and understand the professional growth opportunities available, your target applicant pool will grow. Be as detailed as possible in your position description to convey an accurate picture of how the student can increase their knowledge/skill set, and be an asset to your organization.

Requirements to host an intern

Employers interested in hosting interns must provide the following:

- Commercially zoned, established workplace
 - General liability insurance coverage (consult with your insurance provider or legal team for verification)
 - Direct supervision and training
 - Compliance with Fair Labor Standards Act
-

EMPLOYER INTERNSHIP FAQ

Posting Internships for UTampa Students

The Office of Career Services manages a CRM where you can post internships, part-time and full-time positions. Students can search available internship opportunities and apply directly within the system (or you can direct them to apply on your website). You can also register for recruiting events on this system. Email UTEmployerRelations@ut.edu for information on how to get started with UTampa's job and internship posting system.

Once your internship is posted, it will be reviewed for approval. Pending approval, the internship will be available for students to view and apply. Students are not placed in internships; they must search the system to find opportunities.

Hiring International Talent for Internships

International students can be hired as an intern the same way you would hire a domestic student. The international student will be required to earn academic credit for their internship, but they can still get hired the same as any other candidate. There will be paperwork on the student's end, but no additional paperwork on your end is required to hire an international student for your internship opportunity. International students are authorized to complete internships in the U.S while enrolled at the university without sponsorship under Curricular Practical Training (CPT). UTampa has 700+ international students across many academic disciplines.

Internship Cycles and Duration

Internships typically start within the first three weeks of the academic semester and last the duration of the semester.

- 14 weeks during fall/ spring semesters (fall August-December/ spring January-May)
- 12 weeks during summer semester (June-Aug)

Employers are encouraged to recruit interns at least 1-2 semesters in advance. Depending on the company and structure of internship programs, some employers recruit a year prior of the internship start date.

Independent Contractors

The independent contractor designation is not appropriate for interns. Independent Contractors are hired because of their expertise in a given area and are expected to produce certain results. That arrangement is a direct contradiction to the main purpose of an internship, which should be to learn.

EMPLOYER INTERNSHIP FAQ

Do I Have to Pay my Intern?

The answer to whether you must pay an intern can be found in the Fair Labor Standards Act (FLSA). This is based on whether the intern/student is an employee under FLSA and who the primary beneficiary is between intern and host site.

The Department of Labor has developed seven criteria for identifying the primary beneficiary. All seven factors must be met to post an unpaid internship:

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.

Compliance with FLSA is a requirement to participate in the UTampa Internship Program. It is the sole responsibility of the employer/ host site to determine if this criterion is met. Please consult legal counsel or the Department of Labor if more information or clarification is needed.

- The majority of internships available to UTampa students are paid, and students are presented with an abundance of internship opportunities. To remain competitive, we strongly encourage paid internships.
 - While academic credit might be available for internships depending on the student's major, it should not be required in order to participate in the internship experience.
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EMPLOYER INTERNSHIP FAQ

Am I Guaranteed an Intern?

The Office of Career Services does not place students in internships and therefore cannot guarantee that a student will apply to your internship. However, every effort is made to market your internship and inform students about internship opportunities. Paid internships and campus engagement typically receive a larger, more competitive candidate pool.

Credit-Bearing Internships

If you hire a student intern that expresses interest in earning academic credit for their internship with your organization:

- The student should assume most of the responsibility when completing an internship for academic credit. However, you may be asked to complete an Internship Request Form, which includes intern supervisor, student responsibilities, projects, learning objectives, verification of liability insurance, compliance with FLSA, etc.
- Each academic department manages for-credit internships a bit differently, but you will likely be asked to complete an evaluation of the student's performance, verify hours worked, or provide additional documentation. Please be sure to understand the deadlines for such materials, and to provide them in a timely fashion. Your student intern can provide more detail on what their academic department requires.
- Each department has specific pre-requisites that are required for students to be eligible to earn academic credit for an internship. Requirements can be viewed at www.ut.edu/internships/academiccredit.

EMPLOYER INTERNSHIP FAQ

Onboarding Interns

It is recommended that you coordinate some type of onboarding orientation for your intern(s) similar to how you would treat a new part-time or full-time staff member.

Items for inclusion could be...

- The history of your organization
- Organizational structure
- Exposure to company leaders and departments
- Intern Handbook stating rules, policies, expectations
- A review of the student's learning objectives and goals
- Provide any necessary equipment/ materials for the intern to successfully complete their internship (computer, office space applicable software, etc.)

For information on how to strengthen your internship opportunities or program, please contact Kelly Allgeier at kallgeier@ut.edu.

Internship not working out?

Employers are urged to report any incident as soon as possible to The University of Tampa's Office of Career Services to permit both the university and the host site the opportunity to promptly intervene. All complaints should be filed as quickly as possible. All interactions during the intervention will be documented and kept on file in the Office of Career Services. Email questions or concerns to Kelly Allgeier at kallgeier@ut.edu.

SPARTAN READY®

University of Tampa graduates students who are prepared to be successful individuals with an advanced understanding of their field of study, the interdisciplinary workplace and how to be leaders who contribute to society.

Through curricular work in classes and co-curricular experiences, students develop high-demand competencies that lead to academic achievement, career readiness, life preparedness and social mobility. These universal core skills that transcend academic majors and workplace industries make up the Pillars of Spartan Ready® which are supported by life skills education, digital proficiencies and training to be a professional.

Spartan Ready® Pillars and Stairs

Communication

Clearly and effectively exchange information, ideas, facts and opinions with persons inside and outside of an organization.

Critical Thinking

Identify and respond to needs based upon an understanding of the situational context and logical analysis of relevant information.

Global Fluency

Understand, respect and advocate for all perspectives and engagement with different viewpoints individually, as a community and organizationally.

Interpersonal Abilities

Develop personal insight in order to engage with others and create meaningful relationships, which will lead to effective collaboration.

Life Skills

Effectively meet the challenges and expectations of leading a fulfilling life.

Leadership

Recognize and capitalize on personal and team strengths to achieve organizational goals.

Professionalism

Understand and demonstrate effective work habits, engage in continuous learning and act in the interest of the larger community.

Self-Awareness

Identify, articulate and promote one's skills, strengths, knowledge and experiences relevant to personal growth and professional success.

Teamwork

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating all viewpoints and shared responsibilities.

Digital Literacy

Understand and leverage digital technologies ethically and efficiently to solve problems, complete tasks and accomplish goals.

EMPLOYER ENGAGEMENT

Building Brand and Internship Awareness

Internship host sites that spend time on campus building their brand typically have the most applicants. This can be accomplished in a variety of ways. Please visit Employer Services Page to learn more about how to increase your engagement with the UTampa community.

Email UTEmployerRelations@ut.edu to learn more about campus engagement opportunities.

Campus Engagement Strategies

FAIRS

- Part-Time (On & Off Campus)
- Internship
- Professional
- Meet the Firms (Accounting & Finance)

CAREER CONNECTIONS (INDUSTRY NETWORKING NIGHTS)

- Technology, Non-Profit, Nursing, Education

RESUME CLINICS, EMPLOYER OFFICE HOURS, CAMPUS TABLING, INFORMATION SESSIONS & CAREER COFFEE CHATS

EMPLOYER PARTNER PROFESSIONAL DEVELOPMENT

- Recruiting Trends
- Employer Institute
- Campus Tours, Career Center Visits

SERVICES & RESOURCES

- Career Resource Management system (job/internship posting and event registration)
- Talent Management and Talent Pipeline Needs
- On-Campus Interviews/ Interview Rooms
- Consulting: office hours and meetings

Email UTEmployerRelations@ut.edu to learn more about campus engagement opportunities.

NACE INTERNSHIP INSIGHTS

Level of Compensation Typically Offered

Compensation varies from industry to industry. Academic credit is not a form of compensation. Students that choose to enroll their internship for academic credit have to pay for the course. Interns that are paid must at least meet the state's minimum wage criteria. However, to attract the most desirable candidates, competitive compensation is recommended.

According to NACE's 2025 Guide to Compensation for Interns & Co-Ops,

- The average hourly wage rates for bachelor's-level interns is \$23.04, master's-level is \$29.50.
- 56.4% of companies provide relocation assistance to interns.
- For the detailed report including a breakdown of hourly wages for degree level, industry, and company size, visit www.naceweb.org.

Key Internship Insights

According to NACE's 2025 Internship & Co-Op Report,

- 60% of responding employers favor hybrid work environments for interns.
- Nearly 35% prefer exclusively in-person internship environments.
- Average offer rate for FT employment to interns sits at 62%.
- Overall conversion rate is less than 51%.
- Fully in-person internships yield a higher offer rate (71.9%) and conversion rate (58.5%).
- In-person activities are the most widely used and effective means for recruiting interns.

Most effective for recruiting interns

- #1** JOB LISTINGS ON THE COMPANY WEBSITE
- #2** IN-PERSON CAREER FAIRS
- #3** ON-CAMPUS RECRUITING

Top 3 factors for choosing between candidates to serve internship

-  POSSESSES KEY SKILLS CRITICAL TO THE POSITION
-  DID INTERNSHIP WITH COMPANY PREVIOUSLY
-  DID INTERNSHIP IN INDUSTRY PREVIOUSLY

Image source: 2025 Internship & Co-Op Report

NACE INTERNSHIP INSIGHTS

Internship Impacts on Employee Retention

INTERNS AND ROI

1 YEAR RETENTION



70.2%

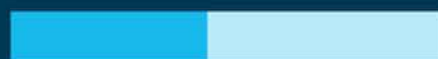
Employee who participated in an internship with the organization



49.2%

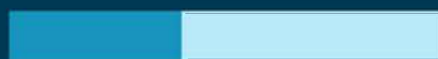
Employee with no internship experience

5 YEAR RETENTION



41.7%

Employee who participated in an internship with the organization



37.6%

Employee with no internship experience

MICRO-INTERNSHIPS

UTampa Partnership with Parker Dewey

Build meaningful connections with University of Tampa students through micro-internships.

Looking to:

- Connect with first- and second-year UTampa students before they begin traditional internships?
- Evaluate candidates based on real-world skills—not just their resumes?
- Identify and nurture top talent as they progress through their academic journey?
- Differentiate your organization in a competitive hiring landscape?
- Strengthen your early-career talent pipeline year-round?

We've teamed up with [Parker Dewey](#) to offer a flexible, impactful way for employers to engage with UTampa students through short-term, paid professional projects.

Whether you're expanding your current recruiting strategy or just getting started with early-career hiring, Parker Dewey's micro-internships combine experiential learning with skills-based hiring—helping you recruit smarter and build lasting relationships with future talent.

Learn more and connect with [Parker Dewey](#)

Questions about Parker Dewey? Contact Christina Bevilacqua (cbevilacqua@ut.edu).



INTERNSHIPS

A PRESIDENTIAL INITIATIVE



At her inauguration in March 2025, President Teresa Abi-Nader Dahlberg announced a university goal to provide paid internships to students, so they're ready to enter the workforce, regardless of their chosen major. By connecting students with high-impact, real-world opportunities across industries, internships prepare students for career success and strengthens partnerships with employers and the community.

The University is committed to expanding access to meaningful experiences by prioritizing paid internships. Recognizing that financial barriers can limit students' opportunities—and that many nonprofit organizations are unable to offer paid roles—the University has established a Nonprofit Internship Endowment to help bridge this gap and ensure equitable access for all students.

For more information, please visit
<https://www.ut.edu/campus-life/career-services/internships/paid-internships>.

THANK YOU FOR YOUR PARTNERSHIP WITH UTAMPA!

We look forward to connecting
you with UTampa talent.



**OFFICE OF
CAREER SERVICES**