

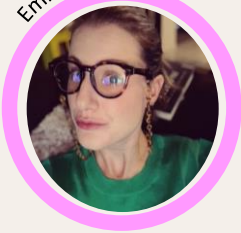
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## Presenters: University of Florida Staff

Emily Moran



Brent Goodman

Rachel Victoria



Brandon Schlatterer

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## Presenters: Controller's Office Interns

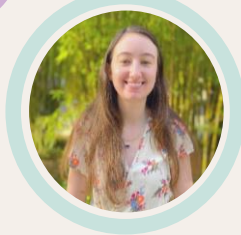
Kathryn Smith



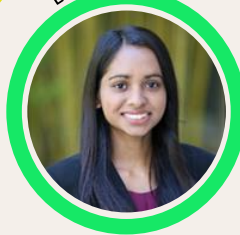
Megan Simmen



Niki Conrad



Lianne Dcruz



Romina Albokord



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## Learning Objectives

- 1 Define clear objectives and structures for an internship program to identify whether a department is a good candidate for student interns.
- 2 Identify potential department/academic programs that relate to the internship objectives and establish relationships to promote the internship.
- 3 Develop strategies to avoid common misconceptions and pitfalls of an internship program.
- 4 Discuss internship perspectives with current student interns and identify feedback that can be leveraged in a new internship program.

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## Agenda

- 1 Types of Internships
- 2 5 W's & H
- 3 Conducting Interviews
- 4 Misconceptions
- 5 Lessons Learned
- 6 Tips for Success

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What interests you about an internship program?

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ID: 139-796-983

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Types of Internships

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## What are the types of internships?

### Paid

Activity is not related to academic program

### Unpaid

Individual volunteers. Activity is related to academic program

### For Credit

Internship is required by academic program

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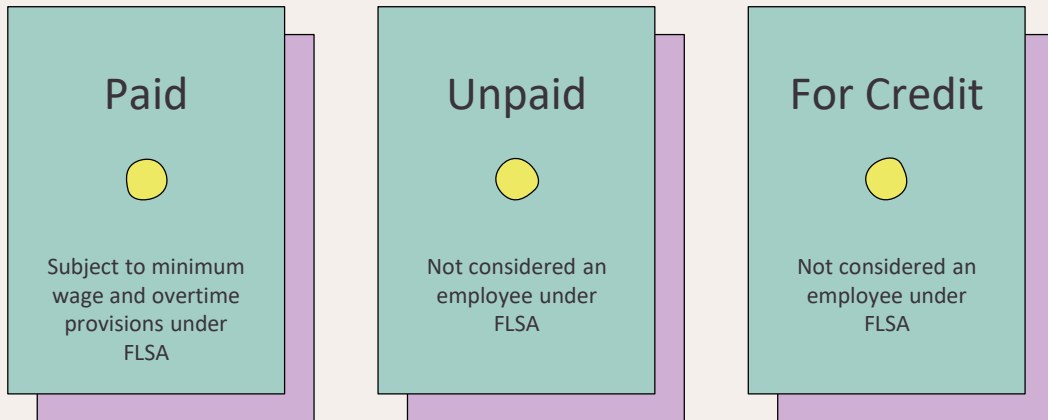
## The Fair Labor Standards Act (FLSA)

Requires covered employees to pay employees for their work. Interns & students, however, may not be “employees” under the FLSA. In those cases, the FLSA does not require them to be compensated for their work.



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## FLSA Status per Internship



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## Primary Beneficiary Test

| To Determine Unpaid Interns and Students  |        |
|---|--------|
| Expectations for compensation (express or implied?)   | Yes/No |
| Is the internship like teachings in an educational setting (i.e., hands-on clinicals or trainings)? | Yes/No |
| Does the internship tie into intern's courses or academic credit?                                   | Yes/No |
| Extent of accommodations for academic commitments?  | ?      |
| Learning period of the internship?  | ?      |
| Does the intern/s work complement or displace the work of paid employees?                           | Yes/No |

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Which internship do you believe would be a best fit for your department?

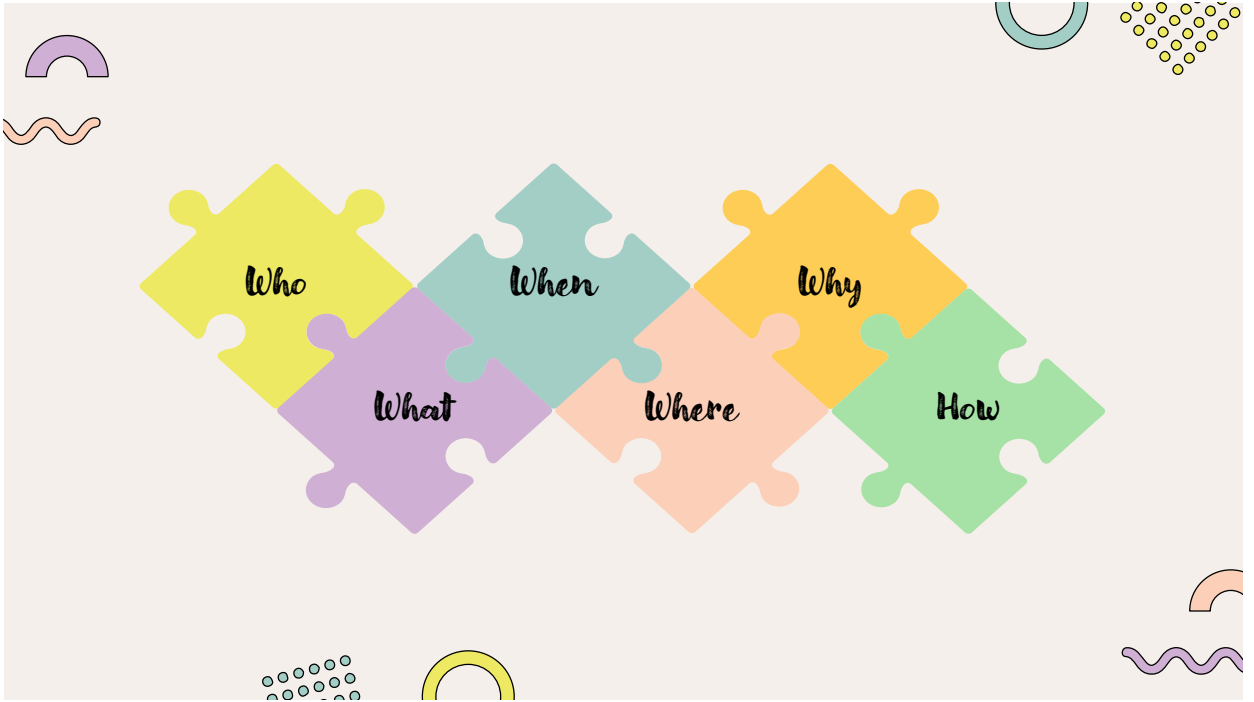
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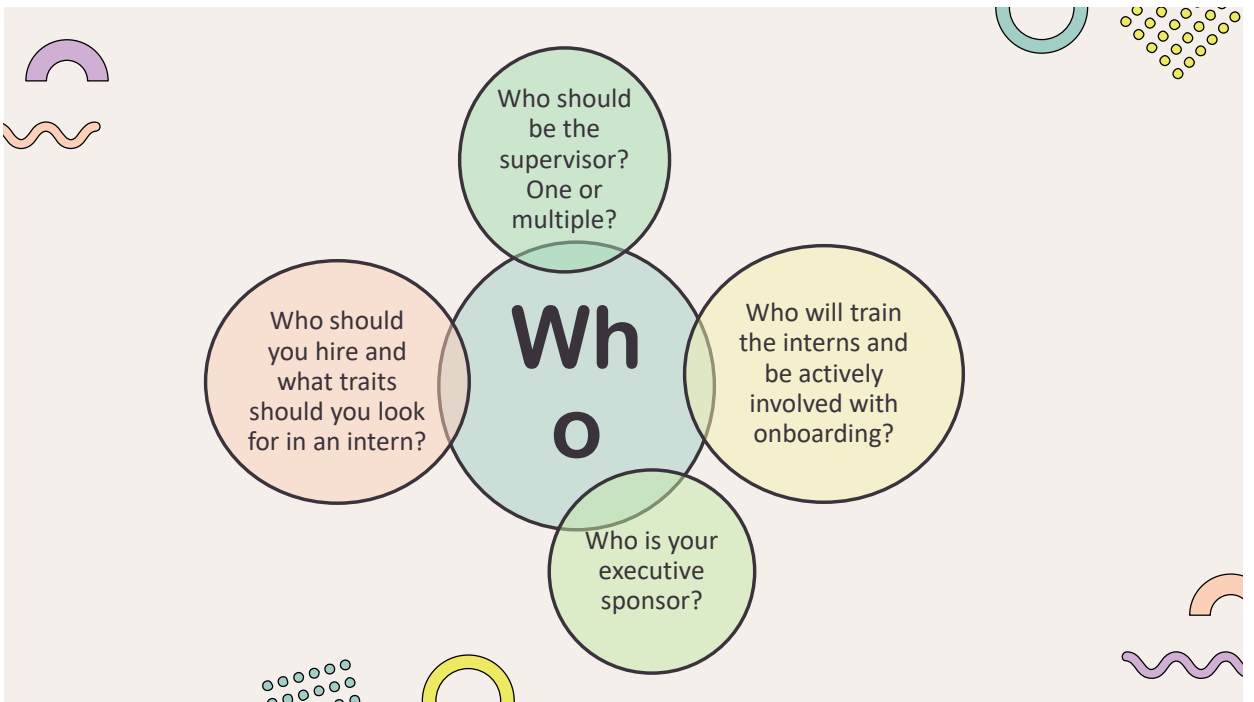
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5 W's & H

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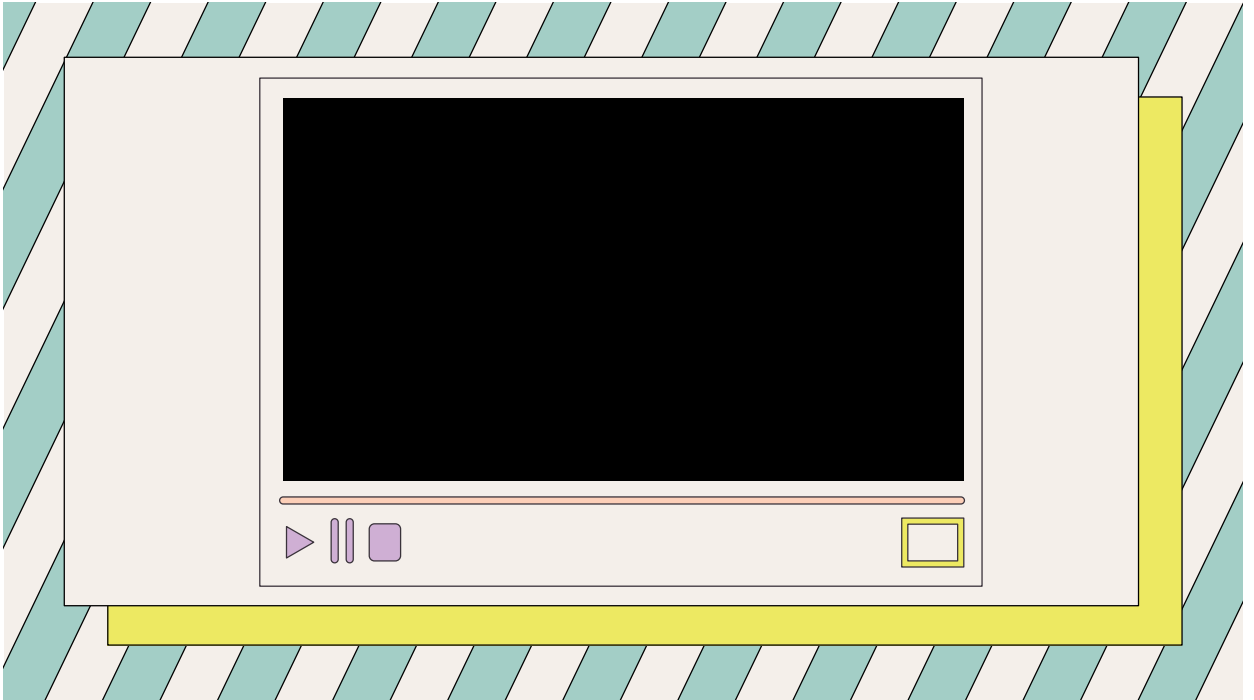


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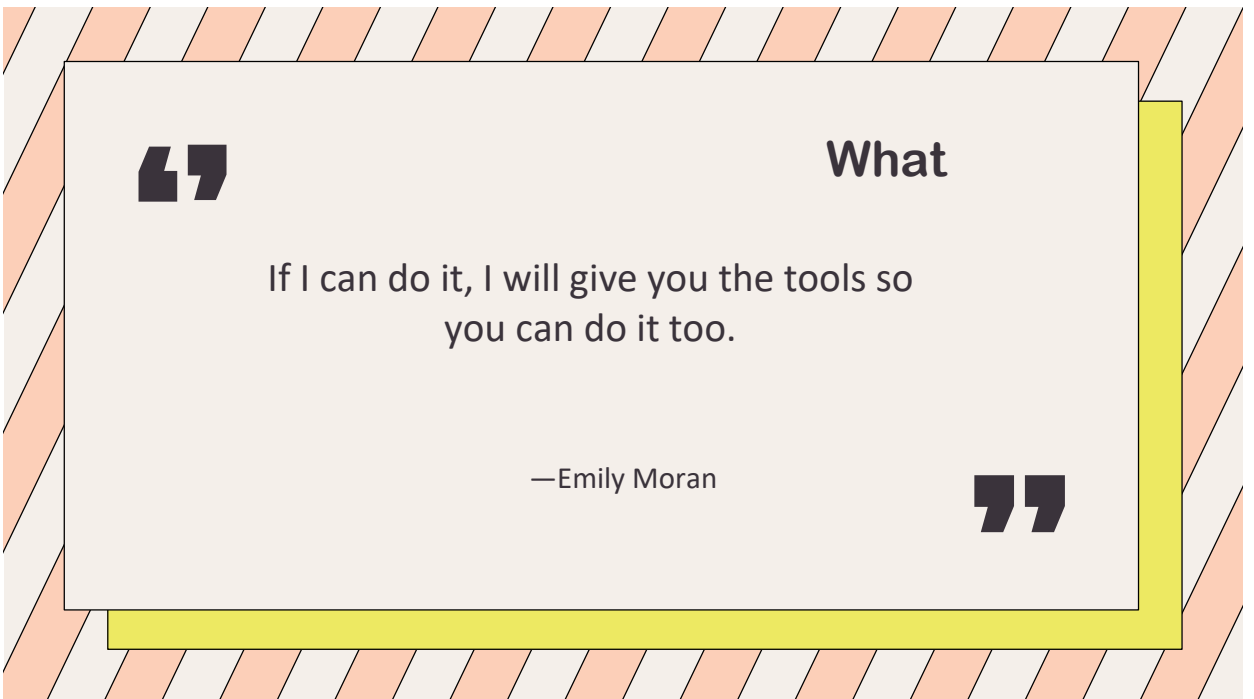


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## Brandon Schlatterer

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**Education**  
 Bachelors in Accounting, Santa Fe January 2017 – May 2020

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**Experience**  
 Finance & Accounting Intern February 2019 – April 2020

*Asset Management*  
 Developed report for Property Management Committee 2019 Q1 meeting  
 Completed sales tax report for UF Surplus auction deposits

*Construction Accounting*  
 Processed closeouts on capital projects  
 Created cash journals and deposits for projects

*Cost Analysis*  
 Entered commitments on sponsored projects into PeopleSoft  
 Reviewed UF Dairy Unit space allocations

Data Management Analyst, Cost Analysis May 2020 – Present

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## When

“School ALWAYS comes first.” – Emily Moran

### Flexibility

●

Flexibility is essential when interns are students!

### Duration

●

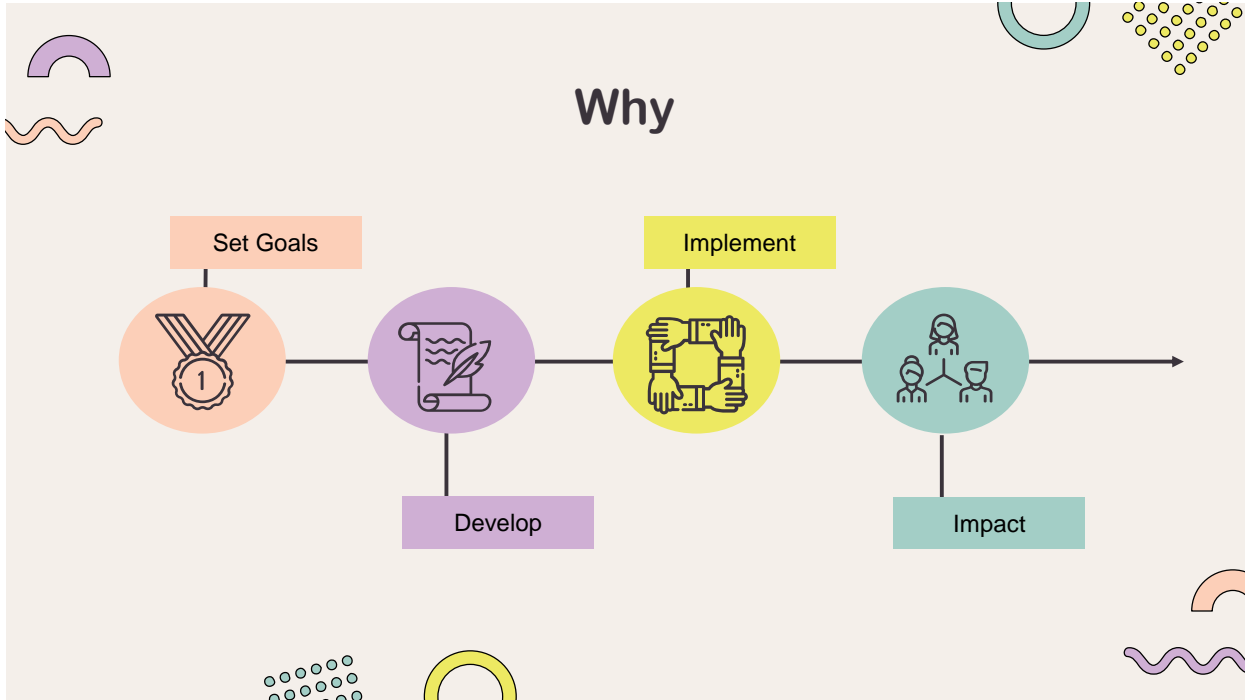
Determine the necessary duration of the internship. How many hours weekly? A required number of days?

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## Where

- Is there available office space?
- Is there accessible parking?
- Can transportation be provided?
- Are there work-from-home options (COVID-19)?

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## How

### Onboarding

What is the projected onboarding timeline?

### Resources

Do you readily have resources available?

### Training

How will you train interns?  
myTrainings?  
Departmental trainings?

### Supervisor

How available is the supervisor to assist and lead interns? Does their personality match with supervising interns?

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## Potential Tools & Resources

Microsoft Teams



Standardized Onboarding Process



Network of Interns



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**Which category do you see being most difficult to tackle?**



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# 3

## Conducting Interviews

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## Interviewing Interns



### Types of Questions

Ask open-ended questions!



### Interviewers

Have multiple managers present.  
Invite current interns to participate.



### Professionalism

Recommend wearing business professional attire.



### Interviewees

Evaluate if the candidate did their research.  
Do they seem interested and engaged?

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## Types of Questions

### Closed-ended

What is your major?

Do you have prior internship experience?

What is your weekly availability?

### Open-ended

Why are you interested in this internship?

Tell me about a time when you needed to work with a team to complete a project.

What do you consider to be your biggest strengths and weaknesses?

### Hypothetical

What would you do if you received a project and are unsure how to handle the assignment?

You disagree with a coworker about the direction of your project. How do you handle the disagreement?

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## Intern Traits: During the Interview

### Positive Traits

- ✓ Professional
- ✓ Prepared
- ✓ Team-Player
- ✓ Asks Questions
- ✓ Follow-Up

### Negative Traits

- ✗ Late
- ✗ Uninterested
- ✗ Lacks Minimum Qualifications
- ✗ Unprofessional
- ✗ Inability to Answer Questions

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## Intern Traits: During the Internship

### Positive Traits

- ✓ Receptive to Feedback
- ✓ Time Management Skills
- ✓ Critical Thinker
- ✓ Initiative
- ✓ Attentive

### Negative Traits

- ✗ Frequently Late
- ✗ Unengaged
- ✗ Disrespectful
- ✗ Uninquisitive
- ✗ Slacker

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**What traits would you look for in potential interns?**

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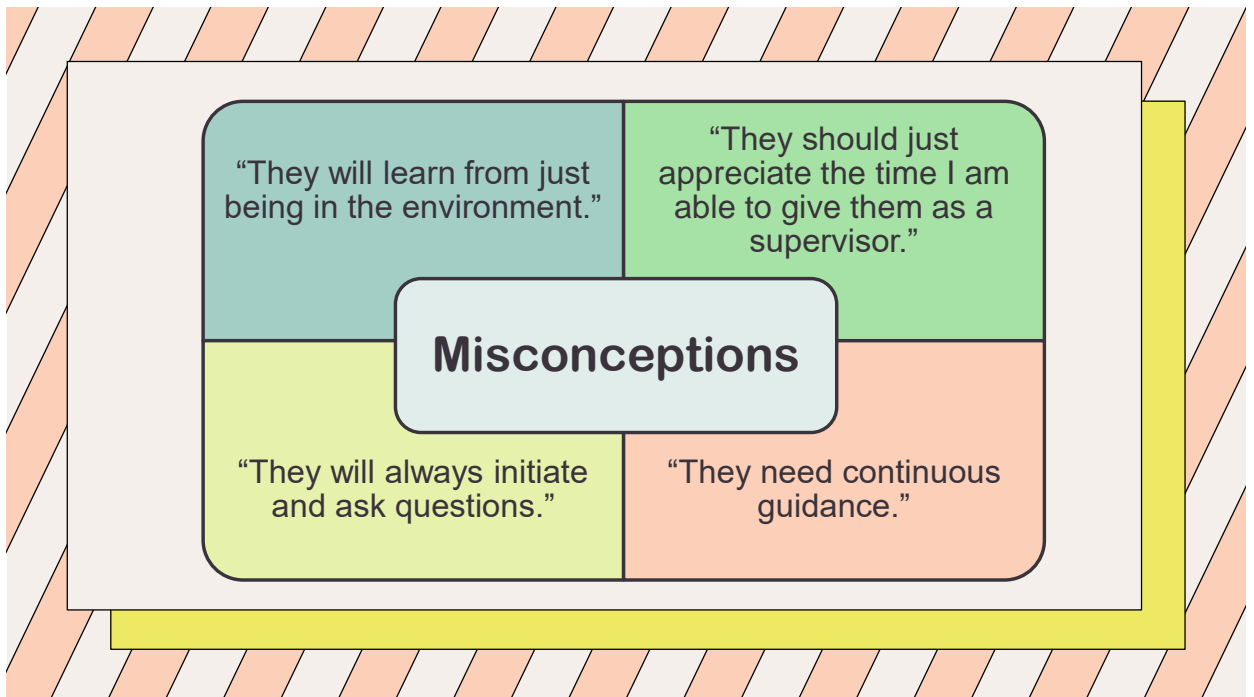
**Misconceptions**

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## Interns are NOT:

- An easy way out of work
- Free labor
- Personal assistants

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## Instead...

Just like everyone else,  
interns learn from TRAINING!

Provide regular feedback  
& communicate often

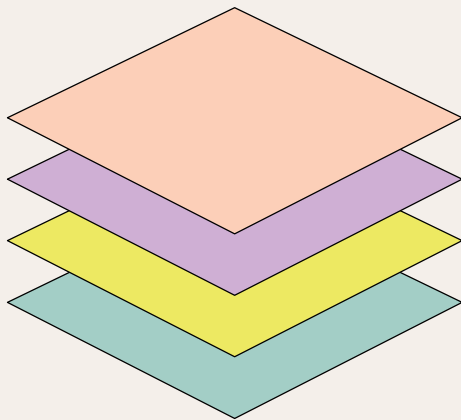


Structure and supervise  
highly in the beginning, ease  
off when appropriate

Set goals & schedule  
regular meetings

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## Integrate Interns into Department



- Give recognition!
- Offer the opportunity to interact with other departments
- Provide guidance on transferable and soft skills
- Build a network

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Can you recall a time the interns helped you on a project or during a training?

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**Lessons Learned**

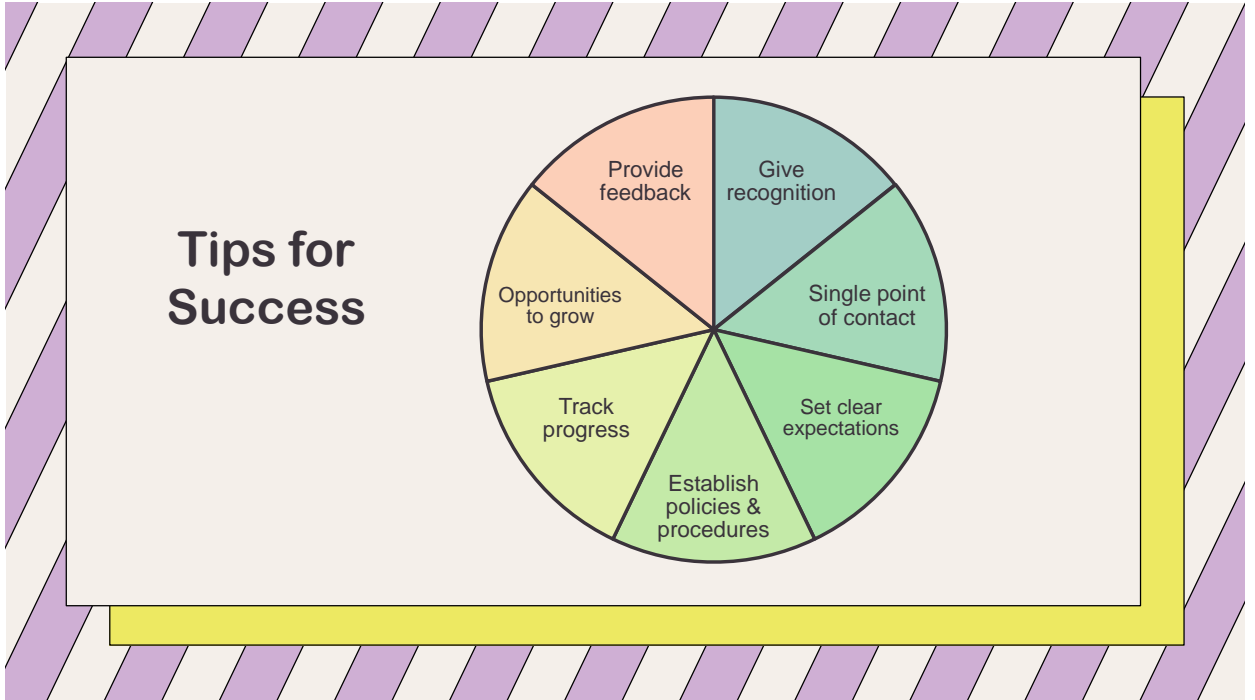
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## Lessons Learned

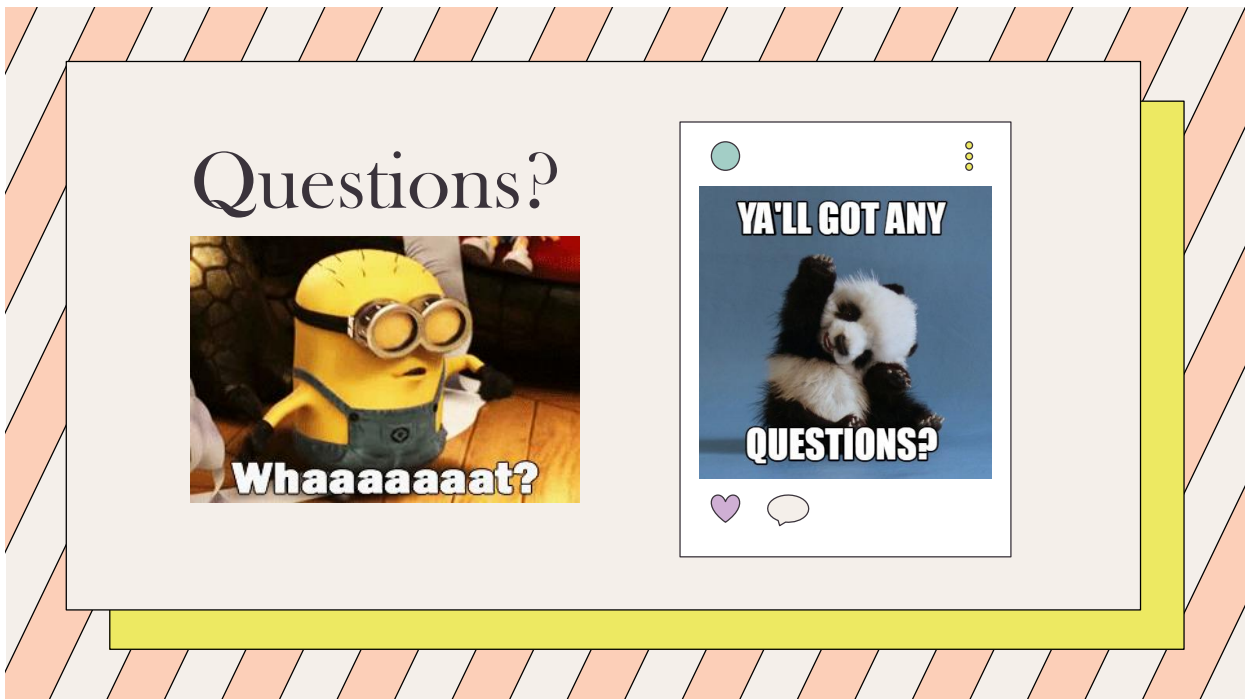
- Not every department is a good fit for an internship program
- Not all projects are intern appropriate
- Not everyone is a good intern supervisor

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## Tips for Success



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## Poll: Rate this session

- Excellent
- Good
- Neutral
- Needs Improvement

CxUF

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## THANK YOU!

### **Brent Goodman**

Associate Director  
(352) 392-2477  
bgoodman@ufl.edu

### **Brandon Schlatterer**

Effort Analyst I  
(352) 294-6903  
schlatterbrandon@ufl.edu



**Controller's Office Interns**  
controller-office@ad.ufl.edu

### **Emily Moran**

Assistant Controller  
(352) 294-7235  
emoran@ufl.edu

### **Rachel Victoria**

Admin Support Assistant III  
(352) 294-6977  
rachelstern@ufl.edu

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