



Business/Internship Vetting and Requirements Form

Employers: Please save this form, complete the information as best you can, and email it to Lynn Chisholm, Internship Coordinator at: Ichisholm@polk.edu for assistance in establishing an internship.

Business: _____ Contact: _____
Contact info: _____ Title: _____
Email: _____ Website: _____
Address: _____

Program Target(s): _____ Degree Target: ☐ AA ☐ AS ☐ BAS
Concentration: _____ Opportunity: ☐ Intern ☐ New Hire

Internship Compensation

Internships must comply with the Department Of Labor Fair Labor Standards Act criteria for paid/unpaid internships. See www.polk.edu/interns, www.dol.org or contact the internship coordinator for details.

Compliance regarding compensation: ☐ Y ☐ N

If no, please explain: _____

Type of Business – please check those that apply for the internship(s)

- | | | |
|---|---|--|
| <input type="checkbox"/> Agri-business | <input type="checkbox"/> Health Care | <input type="checkbox"/> Media / Publishing |
| <input type="checkbox"/> Accounting / Book-keeping | <input type="checkbox"/> Hospitality / Tourism | <input type="checkbox"/> Media / Web-based |
| <input type="checkbox"/> Education | <input type="checkbox"/> Legal / Government | <input type="checkbox"/> Media / Video/Film Prod |
| <input type="checkbox"/> Financial / Investment | <input type="checkbox"/> Legal / Law Enf. / Judicial | <input type="checkbox"/> Network Security/Systems-IT |
| <input type="checkbox"/> Industrial / Manufacturing | <input type="checkbox"/> Logistics/Supply Chain Mgmt. | <input type="checkbox"/> On-line business/services |
| <input type="checkbox"/> Information Technology | <input type="checkbox"/> Marketing / Public Relations | <input type="checkbox"/> Product/Service Sales |
| <input type="checkbox"/> Insurance /Risk Mgmt. | <input type="checkbox"/> Media / Advertising | <input type="checkbox"/> Retail / Sales |
| <input type="checkbox"/> Graphic Arts | <input type="checkbox"/> Media/ Public Relations | <input type="checkbox"/> Theater/Entertainment |

Other: _____

Skill Sets Required

Skill	Proficiency level
MS Office Suite (Outlook, Word, Excel)	
MS Office Access/Publisher/Project	
Customer Service/Guest Relations	
Oral Communication/presentations	
Written Communication	
Marketing	
Accounting	
Spreadsheet/Database Skills	
Organization/efficiency/process management	
Execution/project management	
Creativity/problem solving	
Initiative/Accountability	
Other:	

Technical Skills and Certifications (please list)

Required	Preferred

Work environment, conditions, and equipment to be provided for intern:

Assigned supervisor as industry expert: ☐ Y ☐ N

If no, please explain: _____

Dedicated work space: ☐ Y ☐ N If no, please explain: _____

Required materials/tools/resources: ☐ Y ☐ N If no, please explain: _____

Safety equipment: ☐ Y ☐ N If no, please explain: _____

Computer equipment: ☐ Y ☐ N If no, please explain: _____

Direct phone/email: ☐ Y ☐ N If no, please explain: _____

Specialized equipment training: ☐ Y ☐ N Please elaborate: _____

Specialized business training: ☐ Y ☐ N Please elaborate: _____

Environment(s): ☐ Indoors ☐ Office/Cubicles ☐ Outdoors ☐ Industrial ☐ Equipment/Machinery

☐ Variable Temperatures ☐ Noisy ☐ Busy Customer Areas

☐ Other, please elaborate: _____

Physical requirements: ☐ Walking ☐ Lifting ☐ Sitting ☐ Climbing ☐ Heat ☐ Cold ☐ Noise

ADA Compliant facility: ☐ Y ☐ N If no, please explain: _____

Other: _____

Selection/On-boarding requirements:

Background check: ☐ Y ☐ N Please elaborate: _____

Drug/Substance screening: ☐ Y ☐ N

Physical Screening: ☐ Y ☐ N

Pre-Selection Assessment: ☐ Y ☐ N Please elaborate: _____

Employee Orientation: ☐ Y ☐ N

Job Training: ☐ Y ☐ N

Description of duties, projects, and responsibilities (may attach a job or position description):

Desired schedule including number of hours and/or weeks for intern: _____

Is scheduling flexible? ☐ Y ☐ N

Employer/Internship Site Reviewer: _____ **Date:** _____

Comments: _____

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