



POLK STATE COLLEGE

Business/Internship Vetting and Requirements Form

Employers: Please save this form, complete the information as best you can, and email it to Matina Wagner, Internship Coordinator at: mwagner@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: _____

Polk State College does not discriminate on the basis of race, color, national origin, ethnicity, sex, age, religion, sexual orientation, marital status, veteran status, genetic information, disability, or pregnancy in its programs, activities, or employment. The following person has been designated to handle inquiries regarding the non-discrimination policies: Valparisa Baker, Director, Equity & Diversity (Title IX Coordinator) | 999 Avenue H NE | Winter Haven, FL 33881-4299 | Office: WAD 227 | 863.292.3602 Ext. 5378 | vbaker@polk.edu