



Intern for a Day: Employers Needed

The University of West Florida's Department of Career Services is excited to announce a wonderful opportunity for employers to expose students to potential career fields! "Intern for a Day" is a voluntary job shadowing experience. You have the ability to host students for a half-day or a full-day. Students spend time observing and working with employees to gain an understanding of the culture of the organization and its industry.

How do organizations benefit from hosting an intern?

- **A great recruiting tool** - Intern for a Day provides you with the opportunity to meet and identify candidates early in the recruiting process.
- **Expose your organization and industry to students** - Many students have misconceptions about career fields. They have no idea what a particular career entails... only what they see on T.V. or hear from their friends. Intern for a Day gives students the chance to develop a first-hand understanding and see for themselves.
- **No cost** - Students are not compensated for time spent with the organization.

What activities are interns involved in when they visit an organization?

Flexibility is the essential aspect of the program. What interns do varies according to the career field, the intern's interests, and the schedule of the sponsor. Overall, students will observe the day-to-day activities of an organization, tour the facilities, and assist as they are able and as needed on a project. Some sample experiences include:

- Conducting informational interviews with a variety of employees to gain a broad perspective
- Attending meetings and other functions
- Preparing reports, spreadsheets, etc.
- Observing and asking questions
- Performing general office tasks
- Assisting with research projects
- Editing and proofreading

When is the program offered?

Fall opportunities will be offered from October through mid- December. The spring program will be offered February through mid- April.

How are students chosen to participate in the Intern for a Day program?

Students attend mandatory orientation sessions, submit their resume and application

indicating their interest in the program. Students and hosts are then matched based on their mutual interests and available dates. The Experiential Learning Coordinator emails the matches and contact information to hosts and interns. The host and intern discuss the logistics of the visit, including time, duration, and directions.

How do I host an Intern?

It's easy to get involved in UWF Career Service's Intern for a Day Program!

PLEASE FILL THIS FORM OUT and the Career Services will contact you with further details and instructions.

Additional Information

If you have questions about the program or need additional information, please contact Mikia Carter, mcarter@uwf.edu or 850-474-2254.