We are thrilled to learn you have expressed an interest in providing a Broward College student with an internship.

We at Broward College are committed to providing an education for our students so they can become the next generation of leaders in our community. Our students go on to earn associate degrees in more than 65 fields, from aviation maintenance management to nursing. We also offer bachelor’s degrees in nine fields: Nursing, Supervision and Management, Technology Management, Information Technology, Supply Chain Management, Exceptional Student Education, Middle Grades General Science, Secondary Biology and Middle Grades Mathematics.

The experience you provide to our students during their time as an intern will prove invaluable to them when they enter the workforce.

Thank you for your continued commitment to enhancing our students’ education. Please do not hesitate to contact us for further information.

J. David Armstrong, Jr.
President
What is an Internship?
Broward College defines an internship as any short-term, faculty-led, supervised work experience specifically related to a student's declared major, for which a student earns academic credits. The internship should provide the student with a meaningful experience directly related to specific learning outcomes in his/her course of study. Students can use the 3-credit internship course as elective credits. The College does not support noncredit internships.

How is the Internship EDGE Program structured?
Students interested in participating in the Internship Edge Program must complete 24 college credits, maintain a 2.0 GPA, and attend a mandatory internship orientation. The internship course is a regular, college level course in which students must pay tuition, complete learning objectives, course projects, and are also required to complete 144 work hours within a 12-16 week term. Students are guided through the internship course by a credentialed full time faculty member, who also serves as a liaison between the student and the employer.

Are their legal guidelines an employer should follow in order to participate in the Internship EDGE Program?
Yes. The Internship Edge Program is structured to ensure compliance with the U.S. Department of Labor Fair Labor Standards Act (Internships). Please take a moment to familiarize yourself with the internship guidelines at www.dol.gov/whd/regs/compliance/whdfs71.htm.

In summary:
1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff;
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

Although wages are not a requirement of the Internship EDGE Program the College strongly recommends some form of payment in order to attract a high volume of qualified candidates.

» $300 stipend – pays for internship course
» $500 stipend – Pays for internship course and transportation
» $1,044 – Minimum wage pay for 144 required work hours. Pays for internship course, transportation, and other living expenses.
What are employer responsibilities once a Broward College intern is hired?

» Provide work duties/assignment/tasks relevant to the student’s learning objectives.

» Develop a work schedule that does not interfere with student’s college coursework.

» Serves as mentor and advises student.

» Notify Internship Faculty Advisor of any change in the student’s employment status.

» Evaluate the student’s performance at the conclusion of the internship assignment.

By partnering with Broward College in the Internship EDGE Program employers are:

» Aiding in the professional development of South Florida’s future employees.

» Directly impacting an intern’s career goals and educational progress.

» Fulfilling a civic and professional responsibility by providing students with real work experience.

» Strengthening the bond between education and industry.

How does an employer participate in the Internship EDGE Program?

1. Register at www.broward.edu/ccn, the College’s official online job board.

2. Once your organization has been approved you will have access to post your internship opportunity.

   » Click the “internship” option in the “Type of Job” area.

3. Upload a detailed internship job description

4. Proceed with normal hiring practices

5. Present an offer letter with detailed internship job duties on company letterhead to the BC student

6. Sign the Broward College “Student Internship Agreement” during first meeting with intern

Note: The College strongly recommends employers post internship opportunities 60 days prior to the beginning of each academic term.

<table>
<thead>
<tr>
<th>Internship Course Registration Deadline</th>
<th>Employer Deadline to Post Internship Opportunity</th>
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<tbody>
<tr>
<td>January 1st</td>
<td>November 1st</td>
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<tr>
<td>May 1st</td>
<td>March 1st</td>
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<td>August 15th</td>
<td>June 15th</td>
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What’s the Internship EDGE Buzz?

Paula Celestino  
*Broward College Graduate and Director of Social Media*

“Our experience with a Broward College intern was fantastic. She was very, very professional and organized. She surpassed all the expectations we had for her. We were very happy with her and how she did…and we hired her.”

“We’ve had interns from other colleges in the area and the Broward College program was longer and more involved. The Broward College professors were very involved with the students during the process of the internship. They were frequently checking in with us and the student, and stayed close to the student throughout the process.”

Jim Guarasci  
*Executive Producer*

“I was very happy with the students we’ve had from Broward College. They came in very eager, were very professional and worked hard. They did a good job for us and I think they learned a lot, too. Broward College’s Central Campus is right across the street from us, so it’s an easy place for the students to get to. I look forward to having more Broward College interns.”

Dr. David Serrano  
*Professor of Biological Science*

“Our internship programs put our students into the programs that get them experience in the fields where the jobs are.”

Cristiane Gasparetto  
*Broward College Student*

“Interned at the Center for Disease Control & Prevention in Atlanta"

“It was such an incredible experience to be working with a vector that transmits malaria and we were so privileged to be working on a project that can make a difference in countries that have malaria. It is a great feeling to think that maybe the work I did can help with malaria control efforts.”
December, 5th 2013

Samantha Seahawk
3501 Davie Blvd.
Davie, FL 33314

Re: Winter Semester Internship 2014

Dear Sam,

Crew4Yachts is pleased to offer you the position of Database Technology Intern. Your knowledge and skills are a perfect fit for our technology based business. Your duties and responsibilities will include but not be limited to:

- Database design & development using MS SQL & C#
- Troubleshooting & testing new implementations to the website
- Integration of database with new website design
- Re-design of website
- Working directly with European based programmers to integrate current technology into current the database system via Skype.

The period of this internship is 12-16 weeks during winter semester. You will be completing a total of 144 hours. This is an unpaid position and requires 9-12 hours per week. Your schedule is tentative at the moment and will be determined at a later date to coincide with your upcoming class schedule. During this internship you will report directly to me. I can be contacted using the information below, or at stacy@crew4yachts.net.

Sincerely,

[Signature]
SG/ec

Stacy S. Geddis
President

Crew4Crew, Inc.
d/b/a Crew4Yachts.net
Corporate Office:
1093 SE 17th Street
Fort Lauderdale, Florida, 33312 USA

+1 954 764 8995
+33 (0)9 70 44 00 94
+61 (0)7 31 62 97 81
Info@Crew4Yachts.net
www.Crew4Yachts.net