



## INTERNSHIP GUIDE



## INTERNSHIP INSTRUCTIONS

Please read over the contents of the entire internship packet carefully to familiarize yourself with our organization, goals, mission, and ensure you meet the necessary qualifications for an internship at our office.

To qualify for an internship program please apply within your academic program or by sending your resume to Director Curt Sommerhoff at [csommerhoff@fsu.edu](mailto:csommerhoff@fsu.edu) or Matt Lewis, the Coordinator and Internship Program supervisor at [malewis@fsu.edu](mailto:malewis@fsu.edu). Include "Internship" in the subject of your email. Feel free to contact Mr. Lewis should you have any questions or need clarification on any aspect of the program.

Contact your academic advisor, school counselor, or professors in your academic school to obtain course credit, if needed for the program.

## INTRODUCTION

The Florida State University Emergency Management Internship Program offers a highly competitive opportunity for college level students and recent graduates to gain hands-on experience in such fields as emergency management, public administration, emergency planning, emergency operations, communications, and community preparedness in one of the state's largest universities. Since its inception, highly qualified students that have participated in the Internship program have successfully obtained positions in emergency management offices throughout the country.

Interns will garner in-depth information in emergency management's mission areas: prevention, protection, response, recovery, and mitigation. In addition to highly substantive and meaningful projects, interns gain in-depth knowledge of the field by completing formal training courses, participating in exercises, providing support to real-world incident and event management, and networking with emergency managers across the region, state, and nation.

The internship experience should be one that strengthens an area(s) the intern is lacking in real-world experience and knowledge. Students who intern with Florida State University Emergency Management will be able to use the experience to build resumes, gain valuable experience in emergency management principles, and gain entry into the emergency management / public administration field.



Florida State University Emergency Management is seeking individuals from multiple disciplines and diverse areas of interest such as:

<b>Communications</b>	<b>Community Preparedness</b>	<b>Computer Science</b>	<b>Criminal Justice</b>
<b>Emergency Management</b>	<b>English/Spanish/etc.</b>	<b>Fire Rescue</b>	<b>Homeland Security</b>
<b>Journalism</b>	<b>Law Enforcement</b>	<b>Multimedia</b>	<b>Planning</b>
<b>Political Science</b>	<b>Public Administration</b>	<b>Social Media</b>	<b>Sociology</b>

The FSU Emergency Management Office welcomes student interns from all degree programs, grade levels, and skill sets. All internships with the office are unpaid; however, they are designed to be flexible enough to accommodate busy academic schedules. Unless otherwise required by the degree program issuing credit, significant office hours are not required. Instead, we operate an outcome-based internship where we agree to the goals and objectives at the beginning of the semester, and you apply yourself accordingly to meet those goals. Internships for credit may be subject to additional requirements of your degree program that may include weekly journals and a term paper.

The type of work performed will depend on the student's requirements and the needs of FSU Emergency Management at the time of the internship. The following projects will be offered/assigned to the intern to help the student gain a better understanding of emergency management and public administration:

- Attend training and education programs provided by the emergency management community within our region;
- Attend meetings with other campus departments;
- Create and review plans, policies and procedures;
- Design, develop, and/or conduct exercises;
- Assist emergency management personnel in responding to emergencies and disasters;
- Conduct research for plans and programs;
- Work special events.

Florida State University Emergency Management Division will expose the student intern to as much as possible within the organization to give the student a variety of experiences. In addition to participation in substantive and meaningful projects and time set aside to take related emergency management



courses, the interns gain in-depth knowledge of the field by networking with emergency management officials.

## **MISSION**

To support the mission of the Florida State University by promoting a safe and secure higher education environment while providing proactive and customer-related services and by coordination of public and private resources, development of response plans, implementation of emergency operations, and preparation through training and education.

## **INTERNSHIP PROGRAM GUIDELINES**

### **Goal:**

Florida State University Emergency Management understands that working with an intern is both a privilege and a responsibility. Interns can strengthen the emergency management office by providing additional resources, current educational thinking, and enthusiasm.

Florida State University Emergency Management understands that interns bring new ideas and fresh perspective to the emergency management field that contributes to a diversity of thought. Interns are accustomed to learning, writing, researching, and producing work on a schedule.

Florida State University Emergency Management's goal is to have the student intern learn as much about the business of emergency management as possible. Therefore, a supervisor will take some time to meet with the student regularly, develop a project list, and provide instruction. This direct conversation and project management will allow the student to apply knowledge attained in the classroom to real-life experiences. Emergency management staff will vary work assignments as much as possible to give the student as many experiences as possible. Florida State University Emergency Management staff will observe the student interns performance and note any areas where improvement is needed.

### **Qualifications:**

- A current or recent college level student.
- Requires fingerprints, background check, and confidentiality agreement.
- Be in good academic standing with an accredited institution.



## Dress Code:

The public does not know the difference between an intern, volunteer and a paid staff member. As such, business casual dress is the standard for office dress code. Dress with your duties in mind; dress neatly and professionally. Remember that you are as much a representative of Florida State University Emergency Management as the paid staff. Please wear your identification badge at all times. When attending meetings with outside organizations students are expected to represent the division appropriately.

## Work Schedule:

Florida State University Emergency Management recognizes the need to be service-oriented in providing established administrative services to a diverse group of customers. A typical business day is Monday through Friday from 8:00 a.m. to 4:00 p.m.

In order for students to gain enough experience in the emergency management field to benefit him/her in the workplace, interns are required to work for a minimum of 12 weeks (3 months), though interns can remain active in the Internship Program for over a year. An intern's weekly work schedule averages 20 hours a week.

## Requirements for Completing Internship:

Interns deserve a true introduction to emergency management that gives them experience in a number of areas related to their interests and potential degree. Florida State University Emergency Management will coordinate a written developmental plan for the intern's experience. Similar to a job description, the plan lays out a developmental path with specific outcomes.

This gives the interns a good picture of what their experience will encompass in emergency management. The written plan also provides a guide path. The written plan lays out the responsibilities of the employer to provide developmental opportunities for the interns including meetings to attend, projects to work on, time spent with various staff members, and job tasks to learn.

At the completion of the internship Florida State University Emergency Management suggests all interns take advantage of the following:

- Produce and/or participate in at least one exercise (tabletop, functional, or full scale) exercise.
- Complete at least one FEMA or State level emergency management course.



- Attend at least one local or state emergency management meeting with other professional emergency management/homeland security practitioners.
- Complete at least one project involving a planning activity.
- Utilize networking opportunities with other emergency managers.

## **SCOPE OF WORK**

### **Intern's Responsibilities:**

- Provide college/university advisor contact information to Intern Supervisor.
- Register and pay the appropriate fees as required by the appropriate college/university.
- Attend and complete any training programs.
- Adhere to the policies and duties outlined by Florida State University Emergency Management.
- Affiliate with a professional organization in the student's area of interest or specialization.
- Perform work assignments to the best of your ability.
- Assist/create with exercise design and development.
- Help provide public information and outreach.
- Assist staff in the day-to-day operations.
- Answer inquiries by phone and through written communications.
- Prepare documents and reports.
- Assist with research assignments and special projects.
- Attend meetings or community events.

### **Agency Responsibilities:**

- Provide interns with an atmosphere in which they will develop their professional and personal growth.
- Facilitate the transition from classroom to the professional world.
- Set up an initial conference with the intern to determine their specific needs and adapt the training program to meet those needs.
- Assist intern with developing internship goals and objectives.
- Confer with the intern at least once a week to arrange schedules, discuss work performance and to correct any problems that may arise.
- Inform the intern of all personnel policies and procedures.
- Assist the intern in meeting their specific university requirements if the internship is used for college credit.



- Evaluate the intern's performance and submit the results on the forms provided to the university's internship coordinator.
- Provide intern with educational/training opportunities.
- Provide a wonderful opportunity to develop that first, and possibly career-long relationship, with an individual who cares about and is committed to their success.

## **FREQUENTLY ASKED QUESTIONS**

### **1. Is this a paid or unpaid internship?**

Currently all internships are unpaid.

### **2. How long is the term of the internship program?**

The term is a minimum of 3 months on a flexible schedule with a minimum of 20 hours per week. This works to accomplish the requirement for your internship hours as well as to provide support to the office on an established weekly basis.

### **3. What is an average day like for an intern?**

Some days are busier than others. On one day you may have multiple tasks assigned such as a meeting in the morning; an ongoing project you are working on all day; a project deadline meeting in the afternoon; phone calls to forward or respond to; and a research project to conduct. Every task however small is important in one way or another to the overall performance of the agency. Every day you will learn something new and gain experience and networking contacts that will help you in the organization. The office performs in a team environment every day. There is always someone to help you out, answer questions you may not know the answers to, and encourage you along the way.

### **4. Will this internship lead to a potential job?**

Finding a job is ultimately up to you. With that being said, this internship can help open doors either by gaining valuable contact information for potential employers or by helping you gain experience.

### **5. What would my responsibilities be?**

Responsibilities could range from project research, plan review and helping on various projects.



## WHY DO AN INTERNSHIP?

**EMPLOYMENT:** Students completing internships stand out when job hunting as they will have valuable experience.

**TAKE CHARGE OF YOUR LEARNING:** Internships are important and valuable for you get to design your own learning curriculum and get away from campus-based ones.

**THEORY INTO PRACTICE:** An internship experience can add meaning to academic study by giving you the chance to apply theories learned in the classroom to "real world" situations.

**AWARENESS THROUGH INCREASED COMMUNITY INVOLVEMENT:** The student will develop an awareness of others' needs and a greater understanding of his/her role and potential contributions to society.

**PERSONAL GROWTH:** The student will grow from the experience. Having to solve problems in unfamiliar situations can increase a student's self confidence and self-esteem.

**HELPING HAND:** It is nice to help oneself, but helping others benefits the community and makes a difference.

**NEW ENVIRONMENT:** An internship introduces the student to a new environment and the challenges & problems of a work setting. The student will also learn the meaning of teamwork.

**RESEARCH:** It's an opportunity for experimentation and exploration of new and old academic and career interests.

For more information regarding Florida State University Emergency Management go to our website at <https://emergency.fsu.edu/>

