



Remote/Virtual Recruiting Policies

CSEL has established the following criteria for identifying appropriate remote/virtual opportunities for our students and alumni. All employers are required to have and provide the following:

- first and last name of primary contact
- business address
- telephone number
- website
- business email address (must match the company URL domain)
- job postings: The job description must state within the first line if the role involves work without a physical location.

Home-Based Employers

CSEL defines a Home-Based business as an employer that does not have a physical corporate/business/commercial address and typically operates business out of a residential address and/or commercial shared space.

Home-based employers wishing to recruit at UCF through Career Services and Experiential Learning (CSEL) for full-time or part-time job, internship, or co-op opportunities through Handshake agree to comply with the following policies:

1. Home-based employer must have a Home-Based Employers and Remote (Virtual) Positions Statement of Understanding on file with CSEL, before posting positions on Handshake or using UCF facilities.
2. Employer must have an established, legitimate business or non-profit, as evidenced by considerations such as a registered and active business license, valid business email, business address, website, listed telephone number, and tax ID number.
3. The registered address for business must be a valid physical location in the United States or its territories.
4. By utilizing Handshake to recruit at UCF, your organization is agreeing to the [\(CSEL\) Joint Terms and Conditions](#).
5. Employer agrees that for all positions, the work location will not be inside an individual home and/or residence.
6. Employer must indicate the specific location in the posting and indicate if the applicant(s) will be working remotely or in other public locations (on campus, coffee shops, library etc.) other than the business address. Applicant(s) cannot be required to report to his/her employer/supervisor's private residence.
7. Supervisor should provide supervision on a regular, in-person or virtual basis outside of the business address. Face to face meetings must be held on campus and/or in a public or commercial space.
8. Internships: Supervisors must accompany the student if the position requires private home visit(s) to clients. The visit must be relevant to the internship position and must be clearly indicated in the internship posting.
9. CSEL reserves the right to ask employers to submit additional proof to verify legitimacy of business and/or posting.

Remote (Virtual) Positions Statement of Understanding

Remote/Virtual positions that involve work arrangements that take place away from the primary business address and primarily involve the use of online and cloud-based technologies for conducting assigned work duties (also referred to as telecommuting, work from home, etc.).

Employers offering remote (virtual) full-time/part-time job, internship or co-op opportunities through Handshake agree to comply with the following policies and the following components are required prior to final approval:

1. The word “remote” or “virtual” must be included in the job posting title for example “Virtual Graphic Designer Internship, Remote Accounting Assistant”, etc.
2. The employer must agree to offer positions that meet UCF Career Services, Experiential Learning and the [National Association of Colleges and Employers \(NACE\) guidelines](#).
3. The employer must provide a detailed position description.
4. Internships: The supervisor for the internship must be a discipline expert and must provide the student with regular supervision, mentoring, and feedback as outlined in the NACE internship standards. Please refer to the below Statement of Understanding for Remote (Virtual) Internships for additional guidelines.
 - a. Specific learning outcomes and expectations must be clearly outlined in the position description.
 - b. Paid internships are strongly recommended for virtual internships. Unpaid internships must adhere to the [U.S. Department of Labor’s Fair Labor Standards Act](#) regarding Unpaid Internship Programs and must meet university guidelines.
5. Technology Usage and Security: The employer should be aware of security considerations based on information provided and consider confidentiality of information that appl/alumni will be working with on their own hardware and software. UCF is not liable for any potential breach or loss of information. Please refer to the Technology Usage and Security guidelines.
 - a. The employer should provide a virtual space for managing projects, workflow, and saving work product for the student. This could be in the form of Google Docs or any other “cloud” computing software. The student should not save work material to a personal computer/device. This provides the supervisor the ability to monitor assigned tasks/projects.
 - b. The employer hosting a virtual job must provide all the necessary resources (software, hardware, etc.) for the student to perform their tasks. Students must not incur any expenses for the purpose of the internship/job.
 - c. The employer will outline clear expectations of the applicant’s use of personal hardware and software.
 - d. Software products should not violate UCF’s Use of Information Technologies and Resources Policy related to licenses. Software products can only be utilized for educational and relevant skill development purposes.
6. CSEL reserves the right to decline virtual opportunities based on minimum quality standards. The employer must agree to a phone or in-person meeting with CS or EL Staff/Faculty, if required.

Statement of Understanding for Remote (Virtual) Internships

Remote (virtual) positions involve work arrangements that take place away from the primary business address. Remote(virtual)positions involve primarily the use of online and cloud-based technologies for conducting assigned work activities.

Employers posting remote (virtual)full-time/part-time, internship, or co-op opportunities through Handshake agree to the following guidelines:

1. The word “remote” or “virtual” must be included in the job posting title for example “Virtual Graphic Design Internship, Remote Accounting Assistant”, etc.
2. The employer must agree to offer positions that meet UCF Career Services, Experiential Learning, and [National Association of Colleges and Employers \(NACE\) guidelines](#).
3. The employer must provide a detailed internship description with specific learning outcomes and expectations.
4. The supervisor for the internship must be a discipline expert and must provide the student with regular supervision, mentoring, and feedback as outlined in the [NACE internship standards](#).
5. Paid internships are strongly recommended for virtual internships. Unpaid internships must adhere to the [U.S. Department of Labor’s Fair Labor Standards Act](#) regarding Unpaid Internship Programs and must meet university guidelines.
6. The employer must agree to a phone or in-person meeting with EL Staff/Faculty, if required.
7. CSEL reserves the right to decline virtual opportunities based on minimum quality standards.
8. Technology Usage and Security: The employer should be aware of security considerations based on information provided and consider confidentiality of information that students/alumni will be working with on their own hardware and software. *UCF is not liable for any potential breach or loss of information.*
 - a. The employer should provide a virtual space for managing projects, workflow, and saving work product for the student. This could be in the form of any "cloud" computing software (i.e. Google Drive, OneDrive, Dropbox, etc.). The student should not save work material to a personal computer/device. This provides the supervisor the ability to monitor assigned tasks/projects.
 - b. The employer hosting a virtual internship must provide all necessary resources (software, hardware, etc.) for the student to perform their tasks. Students must not incur any expenses for the purpose of the internship.
 - c. The employer will outline clear expectations of the student’s use of personal hardware (personal computer, personal phone, and personal workspace),and software (Microsoft products, Adobe Suite or other necessary programs).
 - d. Software products should not violate UCF’s Use of Information Technologies and Resources Policy related to licenses. Software products can only be utilized for educational and relevant skill development purposes.
 - e. It will be the employer’s responsibility to remove computer software, hardware and any licenses provided once the student completes the internship.
9. Communication and Supervision
 - a. Internship supervisors should ask students to-mail a weekly report outlining updates and challenges, progress on tasks/projects assigned, and any questions they may have.
 - b. Weekly reports should include:
 - i. Record of hours worked for the week
 - ii. Assigned tasks/projects
 - iii. Completed tasks/projects
 - iv. Regular meeting documentation

- c. A scheduled, weekly virtual meeting must be conducted between the supervisor and intern, to provide guidance to the intern through tailored feedback, and to discuss upcoming assignments.
- d. Supervisor requirements:
 - i. The supervisor should be available to help the student during defined work hours.
 - ii. Students should work only when the supervisor is available to the student.
 - iii. Supervisor may need to provide documentation of the above actions to EL.
 - iv. The supervisor or student may have to submit documentation of communication or weekly meetings, if requested by EL Faculty.
 - v. The supervisor should involve the intern in regular operations as much as possible; for example, including them in face-to-face/conference call opportunities such as organization meetings or client visits.

10. Hours and Scheduling

- a. Internship hours and schedules must be arranged in advance, where the student and supervisor agree on the number of hours that will be dedicated to projects per week.
- b. Students may be receiving credit through their department for the internship and may need to complete specific hour requirements, which should be discussed with the student prior to offering the internship (e.g. the minimum hour requirement for a zero credit internship is 100 hours per semester).
- c. Students enrolled in an internship course are required to maintain a weekly record of hours worked on a timesheet, which will need to be approved by the internship supervisor at the end of the semester.
- d. Supervisor must provide reasonable time allotment for any given task or project based on the student's learning curve, as the student may not yet have developed expertise in the subject matter. This will avoid conflict related to expectations and actual hours logged.

11. Evaluations

- a. It is recommended that evaluation standards are identified and communicated to the student at the start of the internship. Evaluation criteria should be specific to the position assignments.
- b. Supervisor should provide ongoing feedback to the student regarding position assignments.
- c. For students enrolled in an internship course, both the supervisor and student are required to complete final evaluations provided by UCF.

UCF reserves the right to decline an employer account or posting for violation of CSEL policies.

Technology Usage and Security

The employer should be aware of security considerations based on information provided and consider confidentiality of information that students/alumni will be working with on their own hardware and software. UCF is not liable for any potential breach or loss of information.

1. The employer should provide a virtual space for managing projects, workflow, and saving work product must be available to the student. This could be in the form of Google Docs or any other “cloud” computing software. The student should not save work material to a personal computer/device. This provides the supervisor the ability to monitor assigned tasks/projects.
2. The employer hosting a virtual job must provide all the necessary resources (software, hardware, etc.) in order to perform their tasks. Students must not incur any expenses for the purpose of the internship/job.
3. The organization will outline clear expectations of the student’s use of personal hardware (intern’s personal computer, personal phone, and personal workspace), software (Microsoft products, Adobe Suite or other necessary programs).
4. Software products should not violate UCF’s Use of Information Technologies and Resources Policy related to licenses. Software products can only be utilized for educational and relevant skill development purposes.
5. Computer software, hardware and any licenses need to be removed once student completes the internship.