



FLORIDA DEPARTMENT OF Environmental Protection

Marjory Stoneman Douglas Building
3900 Commonwealth Boulevard
Tallahassee, FL 32399

Ron DeSantis
Governor

Jeanette Nuñez
Lt. Governor

Noah Valenstein
Secretary

STAFF GUIDELINES FOR DEP INTERNSHIPS

Contact the Bureau of Human Resource Management (HR) at DEP_Internships@FloridaDEP.gov to notify us of your intent to accept interns. Provide information on the internship duration, type of work anticipated, and whether it will be paid or unpaid.

- Once an Application has been received and reviewed, it will be forwarded to the appropriate Division.
- Set up an interview with the student to ensure that it is a good match for your office and your needs. This will help to determine if you will be able to fulfill the intern's academic criteria.
- Once you have determined a start date for the student, send an email to DEP_Internships@FloridaDEP.gov with the student's name, supervisor's name, section/location, the name of the school, and the start and ending dates of the internship.
- To ensure that the student is aware of the Department's key policies, they must sign the [Acknowledgement of Key Policies for Non-DEP Employees](#).
- If the intern is placed into a paid internship (OPS) position, follow the same guidelines you would follow for a regular OPS hiring action.

Make a complete file with all required documents. If the intern will be working with sensitive information, interacting with children, or in a position that mirrors a position of trust, they must complete the fingerprinting/background process. Contact Employee Relations in HR for additional information or send an email to DEP_Internships@FloridaDEP.gov.

- Provide the student with an outline of expectations and schedule periodic meetings to go over work performance and school criteria.
- At the end of the internship, conduct a thorough exit interview and complete the institution's paperwork to ensure that the student receives credit for the internship.

Please keep all related internship information on file in your office. You do not need to provide a copy to HR unless requested. If you have additional questions, please email DEP_Internships@FloridaDEP.gov or call HR at 850-245-2511.