Terms and Definitions

- **Career Path Internship (CPI) Program** – a university-wide internship program that connects Idaho State University students to professional, paid experiences that will enhance their career opportunities upon graduation.

- **Direct Supervisor** – the individual who will spend the most time directly working with the intern. This can be either an on-campus supervisor or an off-campus supervisor.

- **Good Academic Standing** – is a measure of academic progress that is monitored by Idaho State University. For more information please visit isu.edu.

- **CPI Guidelines** – a CPI program resource that provides specific processes, procedures and requirements for the CPI program. For more information visit isu.edu/career/cpi.

- **Learning Outcomes** – statements that describe significant and essential learning that should be achieved by the end of an internship, project, or program.

- **Off-campus Supervisor** – the individual at the hosting organization who will work directly with and supervise the intern to ensure that objectives, projects, and learning outcomes are being achieved within the internship.

- **On-campus Supervisor** – the individual at Idaho State University who will either work directly with the intern or closely with the off-campus supervisor to ensure that objectives, projects, and learning outcomes are being achieved within the internship.
Introduction

The purpose of this handbook is to clarify the requirements of the CPI program and the responsibilities of you, the hosting organization, the student and Idaho State University.

The CPI Program at Idaho State University was designed to prepare students for success in their chosen career field. This handbook provides you with a guide to facilitate a productive and educational work experience. Internships can be an extremely beneficial part of the student’s program of study at Idaho State University. It can formally integrate the student’s academic study with a practical, on-the-job work experience with a cooperating employer. Internships provide an excellent opportunity for students to formally meld theory and practice with their chosen field of study. Internships also provide the student with a unique opportunity to develop transferable skills that are difficult to develop outside of a workplace environment.
A successful internship is measured by the student’s success at performing the job responsibilities of the internship position as defined on the CPI agreement form. You and your student should work together to make sure these responsibilities are clearly defined. These responsibilities must be described on the CPI Agreement form and approved by the CPI Office before the internship can begin. If you are unsure of the internship description or the initial paperwork process, please contact the CPI Office at (208) 282-2380.

Job duties, responsibilities, and expectations for the internship should be clear, detailed, and should incorporate the following four career competencies: communication, teamwork, work ethic and critical thinking.

The student’s ability to achieve results and the behaviors exhibited on the job are both a measurement of a successful internship. The CPI Program highly encourages you to meet with your intern initially to develop short-term and long-term goals for the internship. It is also recommended that you and your intern meet regularly (at least weekly) to confirm that goals are being met and any concerns or questions are addressed and resolved in a timely manner.

Successful internships can add value to your organization through a work product, project, or other tangible output. This success enables the student to build meaningful work experience, strengthen resumes, and many times allows the student to secure employment before or shortly after graduation.
Program Requirements

For a student to qualify for a CPI Program internship the following requirements must be met:
1. Be in good academic standing
2. Be classified as a full-time student at Idaho State University
3. Internship duties and projects must be consistent with the student’s career or professional goals.

For an organization to qualify to participate in the CPI Program the following requirements must be met:
1. The organization must complete either:
   a. The CPI Agreement for Off-Site Work – for private and non-profit organizations.
      i. A certificate of insurance must be submitted with the agreement
      ii. One agreement required for the entire organization
   b. The CPI Memorandum of Understanding – for local, state, and federal agencies.
      i. One agreement required for each internship positions
2. The organization must provide an internship opportunity that is professional and will directly relate to the student’s academic or career pursuits
3. The on-site supervisor must act as a mentor and guide for the student intern.
4. The off-campus supervisor must make regular contact with the on-campus supervisor
   a. Contact will include verification of hours worked on a biweekly basis and general check-ins with how the student is progressing in the internship.
Organizations that collaborate with the CPI program are not obligated to offer employment to the intern upon completion of the internship or at graduation. In all cases, the intern is to be considered an employee and should be held responsible for performing the assigned duties in a satisfactory manner. All organization regulations, health and safety rules and all legal requirements apply, and any company policy violations should be handled in the usual manner. While interning, the student is classified as a student employee of Idaho State University and is subject to all applicable regulations. It is highly recommended that you and your intern meet at the beginning of the internship to develop goals, projects, and learning outcomes. Deadlines and timelines should also be set within the span of the internship and clearly communicated to the student intern. If possible, scheduled job rotations and involvement in special projects are appreciated by interns to provide a wide-ranging experiences during their limited internship. All interns shall receive monetary remuneration based on their current class level at Idaho State University. However, organizations may supplement the student’s wage as they deem appropriate. Base CPI wages are as follows:

- Undergraduate Students: $9/hour
- Graduate Students: $11/hour
- Doctorate Students: $13/hour

The Organization’s Responsibilities

Organizations that collaborate with the CPI program are not obligated to offer employment to the intern upon completion of the internship or at graduation. In all cases, the intern is to be considered an employee and should be held responsible for performing the assigned duties in a satisfactory manner. All organization regulations, health and safety rules and all legal requirements apply, and any company policy violations should be handled in the usual manner. While interning, the student is classified as a student employee of Idaho State University and is subject to all applicable regulations. It is highly recommended that you and your intern meet at the beginning of the internship to develop goals, projects, and learning outcomes. Deadlines and timelines should also be set within the span of the internship and clearly communicated to the student intern. If possible, scheduled job rotations and involvement in special projects are appreciated by interns to provide a wide-ranging experiences during their limited internship. All interns shall receive monetary remuneration based on their current class level at Idaho State University. However, organizations may supplement the student’s wage as they deem appropriate. Base CPI wages are as follows:

- Undergraduate Students: $9/hour
- Graduate Students: $11/hour
- Doctorate Students: $13/hour
Required Paperwork

Once an internship is identified, there is required paperwork that the hosting organization, the associated college or department must complete before the internship can begin. These forms include:

- The CPI Agreement for Off Site Work – to be completed by the hosting organization.
- Certificate of insurance must be submitted with the CPI Agreement – to be provided by the hosting organization.
- An Electronic Personnel Action Form (EPAF) – to be completed by the associated college or department.

Once all the necessary paperwork is submitted, the CPI Office will review all documents. If the paperwork is complete and the internship position is appropriately aligned with the intern’s academic or career goals, the CPI Office will send out a confirmation email to all parties involved stating the earliest start date for the internship.

Internship Parameters

An internship is a flexible program which can benefit your organization as well as the intern. An internship may be arranged for up to 25 hours per week during the fall and spring semesters, depending on funding availability. If you are unsure of the approved maximum hours, please contact the CPI Office at (208) 282-2380.

Your organization sets the employment parameters, but tasks and duties must be in alignment with the student’s academic or career goals. An internship may be repeated by an individual student, but internship assignments are required to become progressively more advanced for students returning to the same internship site.
Your organization is likely to benefit from hosting a CPI internship in the following ways:

1. The students involved are highly motivated, eager to learn, intelligent, dependable, and aspiring—they are “high yield” employees whose contagious enthusiasm can motivate present employees.

2. Internship programs provide an excellent source of skilled, temporary personnel.

3. Internship programs provide an effective and economical recruiting device for obtaining proven talent.

4. Internships provide a way for organizations to keep up with new methods, theories, concepts and technologies related to the organization’s business areas.

5. Your organization can experiment with new positions without making expensive, long-range commitments.

6. Interns can provide part time, intermittent, or continuous coverage of positions throughout the year.

7. Internships provide the opportunity to promote your organization on campus and build relationships with the university.

8. Graduates who have interned with a company require less job orientation and training, have reduced turnover rates, are more loyal, and progress faster and further than non-interns.
The size of the hosting organization is not important except that it should be large enough to have technical and/or professional opportunities that will help further the intern’s academic or career goals. When possible, the internship should permit a variety of contacts and experiences through departmental rotation. However, the student should be accepted only if s/he is able to perform on-the-job adequately as any other new employee would be expected to perform.

The best internship is one in which the student is able to quickly learn the fundamentals of the position, take on additional/advanced responsibilities, and complete the internship with a greater knowledge in their career field and with additional professional skills. Professional skills that an intern should gain from a CPI Internship include better oral and written communication skills, a professional work ethic, ability to work in a team and critical thinking. Below are a few examples of responsibilities that could help strengthen these career competencies.

- **Oral Communication**: Tasks that require the intern to express their ideas and listen attentively to others.
  - Presentations
  - Interviewing Clients
  - Participating on committees

- **Written Communication**: Tasks that require the intern to clearly express their ideas in writing.
  - Drafting reports/memorandums
  - Editing documents

### Professional Opportunities
• Teamwork: Tasks that require the intern to interact with co-workers by developing rapport, providing support, listening effectively and/or persuading others.
  - Collaborative projects
  - Tasks which require input/feedback from other employees

• Critical Thinking: Tasks that require the intern to gather information, analyze information, create ideas, anticipate problems or find alternative solutions
  - Research projects
  - Setting internship goals with supervisor

• Work Ethic/Professionalism: Tasks that require the intern to adhere to company policies, guidelines or procedures, meet deadlines and conduct yourself in a professional manner.
  - Special Projects
  - Representing the organization at functions

The end goal after a student completes an internship experience is for them to graduate from Idaho State University and secure professional employment in their field or continue in their academic pursuits.
The Career Path Internship program is committed to connecting Idaho State University students to professional, paid experiences that will enhance their career opportunities upon graduation.