



Idaho State
University

Career
Center



Career Path Internship
**Off-Campus
Employer
Handbook**

ROAR

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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.

Internships can be a very beneficial part of a student's program of study at Idaho State University. Benefits include

- Integrating the student's academic study with a practical, on-the-job work experience with a collaborative employer.
- Providing an excellent opportunity for students to meld theory and practice with their chosen field of study.
- Developing transferable skills that are difficult to attain outside of a workplace environment.

Program Requirements

A student must meet the following requirements to qualify for a CPI Program internship.

- Be in good academic standing
- Be enrolled at least part-time as a degree-seeking student at Idaho State University
- Be in pursuit of career or professional goals that are consistent with the internship duties and projects

For an organization to qualify to participate in the CPI Program the following requirements must be met.

- The organization must complete and submit either the CPI Agreement for Off-Site Work for private and non-profit organizations or the CPI Memorandum of Understanding for local, state, and federal agencies. If the Agreement for Off-Site work is submitted, a Certificate of Insurance must accompany the Agreement. One Agreement is required for the entire organization. If the Memorandum of Understanding is submitted, one Memorandum is required for each internship position.
- The organization must provide a professional internship opportunity directly related to the student's academic and/or career pursuits.
- The on-site supervisor will act as a mentor for the student intern.
- The off-campus (on-site) supervisor must make regular contact with the on-campus supervisor, providing verification of hours worked on a biweekly basis and general updates regarding the student's progress in the internship.





The Organization's Responsibilities

A CPI intern is considered an employee and should be held responsible for satisfactorily performing the assigned duties. All organization regulations, health and safety rules, and all legal requirements apply, and any violations should be dealt per company policy.

While interning, the student is classified as a student employee of Idaho State University and is subject to all applicable regulations. We highly recommend 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. 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: \$13/hour
- Graduate Students: \$15/hour
- Doctorate Students: \$17/hour

Required Paperwork

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

- The CPI Liability Agreement to be completed by the hosting organization.
- The Certificate of insurance listing ISU as an additional insured to be provided by the hosting organization.
- The CPI Agreement form to be completed by the ISU college/department and the student.
- An Electronic Personnel Action Form (EPAF) to be completed by the associated ISU college or department.

The CPI Office will review all documents once paperwork is submitted. The internship position must appropriately align with the student's academic and/or career goals. An email identifying the student's earliest start date be sent to all the parties involved.



Internship Parameters

The CPI program offers flexible internships that can benefit both your organization and the student. Depending on available funding, the position can offer up to 20 hours per week during the fall and spring semesters. If you need to verify the approved maximum hours, please contact the CPI Office at (208) 282-2380. Your organization will set the employment parameters, but tasks and duties must align with the student's academic and/or career goals. A student may intern for the same organization more than once; however, the internship assignments and responsibilities must progressively advance each semester.



Internship Benefits

Your organization is likely to benefit from hosting a CPI internship in the following ways.

- 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.
- Internship programs provide an excellent source of skilled, temporary personnel.
- Internship programs provide an effective and economical recruiting device for obtaining proven talent.
- Internships provide a way for organizations to keep up with new methods, theories, concepts, and technologies related to the organization’s business areas.
- Your organization can experiment with new positions without making expensive, long-range commitments.
- Interns can provide part-time, intermittent, or continuous coverage of positions throughout the year.
- Internships provide the opportunity to promote your organization on campus and build relationships with the university.
- 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.



Professional Opportunities

The hosting organization's size 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 they are 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 increased knowledge of their career field and the necessary expertise required.

Professional skills that an intern should gain from a CPI internship include development of a professional work ethic, the ability to work on a team, and critical thinking, as well as enhanced oral and written communication skills.

- Tasks that require interns to adhere to company policies, guidelines, or procedures, meet deadlines, and conduct themselves professionally will help them develop professionalism and a strong work ethic. These may include working on special projects and representing the organization at functions.

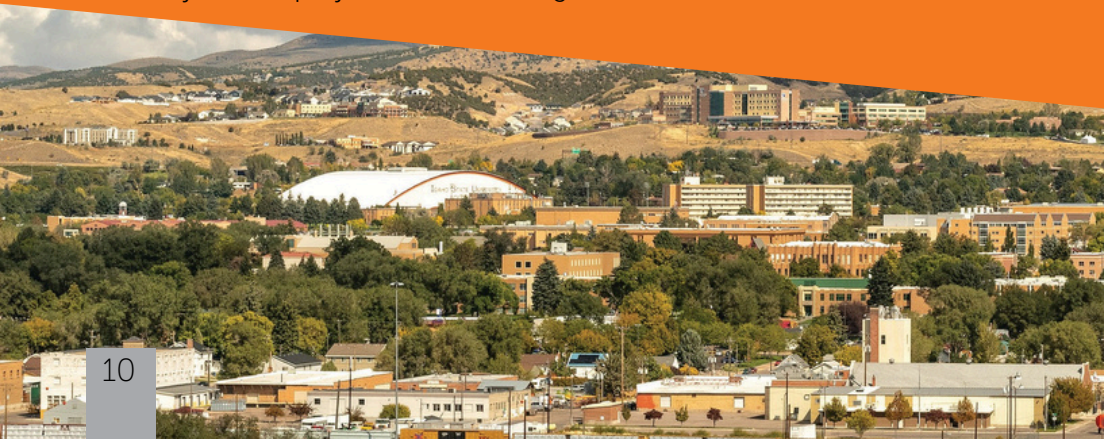
- The ability to work on a team will be developed if interns interact with co-workers, developing rapport, providing support, listening effectively, and/or persuading others. Examples might include working on collaborative projects or tasks that require input/feedback from other employees.
- Interns' critical thinking capabilities will be enhanced by tasks that require them to gather and analyze information, contribute ideas, anticipate problems, or find alternative solutions. Examples may include working on research projects and setting internship goals with the supervisor.
- Tasks that require interns to express their ideas verbally and listen attentively to others, such as oral presentations, interviewing clients, and participating on committees, will improve their oral communication skills.
- Drafting reports or memorandums and editing documents will enhance written communication skills by requiring interns to express their ideas in writing.

The end goal for students completing internships is for them to graduate from Idaho State University and secure professional employment in their field or continue in their academic pursuits with these enhanced competencies.



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 – a measure of academic progress that is monitored by Idaho State University. For more information please visit isu.edu.
- CPI Policies – 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 to ensure the student achieves the objectives, projects, and learning outcomes of 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 the student achieves the internship objectives, projects, and learning outcomes.





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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.

The CPI Office is located in the Idaho State University Career Center.

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