

CPI GUIDELINES

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ABOUT THE PROGRAM

Mission Statement: 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.

This program is not intended to supplement a department's payroll, supplement funds previously used for student employment, or provide non-professional duties and responsibilities, or duties inconsistent with the student's academic major and career goals.

STUDENT INFORMATION

All Students

Requirements

Full time: students must be enrolled as full-time undergraduate, post-baccalaureate, or graduate student seeking a degree at ISU. Students must be enrolled full-time at ISU if they are concurrently enrolled at another university/college. Students requiring less than full-time enrollment to graduate will be reviewed on a case by case basis for approval.

Full time ISU employees and non-ISU students are ineligible for CPI positions unless permission is granted by the Provost/Vice President for Academic Affairs.

Academic Standing

A student must be in good academic standing with the University to qualify for, and maintain a CPI position. For full details on good academic standing visit:

<http://coursecat.isu.edu/undergraduate/academicinformation/academicstanding/>

- *The CPI Office will monitor the students' academic standing and notify the individual who no longer qualifies for the CPI program. For special consideration, the student is encouraged to meet with CPI office. All considerations are reviewed on a case by case basis.*
- *Once a student is back in good academic standing they can reapply to the CPI program.*

CPI Work Hour Limitations

A CPI student may work a maximum of 25 hours per week during the fall and spring semesters (20 for international students and 19 for graduate students taking less than 6 credits).

Students may NOT work more than 25 hours per week. For example, a student who works 20 hours in one week may not work 30 hours during the next week.

*CPI students may work up to 40 hours per week during the summer for 12 weeks, however, the CPI program will only pay up to 25 of the 40 hours worked each week. The additional funding for the remaining hours must come from the department's own funding source.

Multiple CPI Positions

Students may only be employed in one CPI position at a time.

A student cannot switch CPI positions within the same pay period. The new CPI position must begin the first day of the following pay period.

Time Reporting

CPI students enter their time worked in BengalWeb under the Employees Tab in the Time Reporting channel just like any other ISU employee. The new hires' Employees Tab will appear on their BengalWeb page shortly after HR enters them into the system.

CPI students should select the time sheet that begins with the code "ACDC."

A CPI student will not be paid for hours that are not actually worked. Evidence of inaccurate time reporting may result in revocation of the CPI position to the participant. The participant may also become ineligible to participate in future CPI positions if they inaccurately report their hours worked.

During the summer, any hours over 25 must be entered in the "overtime sheet." This is only if the student has permission from their department to work more than 25 hours per week.

Academic Credit

CPI students may earn academic credit for their internship with the approval of the dean of the appropriate academic unit in which the credit is proposed. The Provost shall determine the criteria for awarding academic credit to CPI students.

Title IX, Harassment and Disability Services

If you feel victimized by a work related incident (job misrepresentation, unethical activities, sexual harassment, discrimination, etc.), you are to contact Idaho State University's Office of Human Resources: (208) 282-2517. For more information visit: www.isu.edu/aaction/title-ix-notice-of-non-discrimination/.

If you require special accommodations, please contact the Disability Services Office: (208) 282- 3599. For more information visit: <https://www.isu.edu/disabilityservices/>.

Undergraduate Students

Requirements

Undergraduate students must be enrolled in at least 12 credits. Students requiring less than full-time enrollment to graduate will be reviewed on a case by case basis for approval.

Qualifying students must be enrolled in at least 12 credits as an undergraduate student.

Graduate Students

Requirements

Graduate students must be enrolled in at least 9 credits.

Students Working on a Thesis or Dissertation

Graduate students who are working on a thesis or dissertation must be enrolled in at least one academic credit to remain eligible for the CPI program.

Any graduate student taking less than six credits is limited to working no more than 19 hours per week. If they exceed this limit, they are considered a temporary University employee and ISU is required to provide benefits to these students. Any department whose student exceeds this weekly limit will be responsible to pay for all benefits out of their own index.

Graduate Assistants (GAs)

A student may not concurrently hold a graduate assistantship with a stipend and a CPI position within the same semester. Graduate students with a stipend may be employed as a CPI for 12 weeks during the summer, but not during the fall or spring semesters.

International Students

International students may work in an on-campus CPI position only, unless they obtain a valid off-campus work visa. Please contact the International Programs Office for more information on student work visas.

International students are limited to working no more than 20 hours per week.

Graduating Students

Students that are graduating from ISU may continue their CPI positions, if desired, until the following dates:

- *May graduates: allowed to continue working in their current CPI position until the fiscal year ends on June 30th.*
- *August graduates: allowed to continue working in their current CPI position until July 31st.*
- *December graduates: allowed to continue working in their current CPI position until December 31st.*

Each department will make its own specific CPI student employment decisions based on available work and funding.

DEPARTMENT INFORMATION

Allocations

Annual Funding

Based upon the available CPI funding each fiscal year, determined by the Vice President for Finance and Administration, the Provost will designate allocations for each ISU college and/or department within Academic Affairs, and the Vice President for Student Affairs will designate allocations to non-academic departments.

CPI allocations and expenditures for each college will be reviewed carefully after each pay period. CPI allocations may be revoked and reassigned if these funds are not being used judiciously and for the program's intended purpose as stated above. Any departments overspending their CPI allocations must reimburse the CPI program for the cost of the overrun.

It is the department's responsibility to stay within their allocated CPI funding limits. Failure to adhere to this policy may result in the loss of CPI funding and/or future eligibility. Departments will be required to reimburse any funds that are spent over their annual allocation.

CPI allocations and expenses are based on the University's fiscal calendar (July 1st to June 30th).

Funding Requests and Transfers

Before the end of the spring semester, departments are required to submit CPI funding requests for the next fiscal year (starting July 1st) to their respective college dean/department head to acquire CPI funding using the Funding Request Form found on the CPI website: www.isu.edu/career/cpi-program.

Transfers between departments, colleges, and divisions are permissible. The CPI Office requires written permission of the transfer of funds. All appropriate UBOs and/or individuals responsible for CPI funds must be included in the transfer request. Redistribution of CPI funds between departments/colleges/divisions will be recorded on the CPI Budget Report that is distributed after each pay period.

Developing a CPI Position

Position Development

When developing a CPI position, the hiring department must provide a list of specific responsibilities and projects, preferred academic major(s), and anticipated number of hours to be worked per week on any job posting. Departments are responsible to ensure CPI students receive appropriate supervision and that they are **performing tasks that are related to their educational and career goals**. Students are not allowed to work on homework during internship hours.

Internships must add value to the university and/or off-campus organization through a work product, project, or other tangible output. Internships based primarily on observation and/or job shadowing do not fit within the CPI program and will not be approved.

Every effort should be made to ensure that CPI students are representative of ISU's commitment to diversity.

Working from Home

Student interns cannot work from home unless prior approval is given by the CPI program staff.

Audits

The CPI Office will periodically audit positions to ensure students are gaining professional experience in their career path or field of study. Audits will also ensure that faculty/staff mentoring is regularly occurring and that internship positions fit within the program framework.

Required Paperwork

HR Paperwork

Students must go to Human Resources (Administration Building, 3rd floor) to fill out the I-9 employment verification form and other required HR forms before they start their CPI position.

CPI Office Paperwork

The CPI Agreement Form – must be fully completed and signed by all required individuals. Submit this form to the CPI Office, located in the Career Center.

Electronic Personnel Action Forms (EPAFs) – available through BengalWeb.

- *The initial EPAF (CPI Assign a New Job or CPI Assign a 1st Job) creates the student internship position and links funding to the CPI program*
- *The 2nd EPAF (CPI Assign an Additional Job for Hours Over 20) creates a link to the department's index and will only be used if the student intern enters more than 25 hours per week.*

Both EPAFs are required to participate in the CPI program. For more information on the EPAF system, please contact the HR department.

The CPI Office will review the forms for approval and, if approved, will send out a confirmation email to the student and department. No student may begin working as a CPI until ALL forms, including the I-9, have been submitted, approved, and fully processed by the CPI Office and Human Resources. CPI funding will not be applied retroactively if a student's CPI employment is started before approval of all the CPI forms.

A student cannot switch CPI positions within the same pay period. The new CPI position must begin the first day of the following pay period.

Disapproved CPI Positions

The CPI Office may ask for more information regarding how the duties and responsibilities directly relate to the student's academic or career goals. If the provided information is insufficient, the CPI office will alert the department that the position has been disapproved. Departments may appeal disapproved positions by contacting their respective Dean or Vice President. Appeals are reviewed by the Vice President for Student Affairs and the CPI staff. Decisions are made on a case by case basis.

Termination of CPI Positions

CPI interns are considered student employees and as such termination of CPI interns must be in accordance with the Human Resource's policies. Contact Human Resources for additional information and assistance with terminations if required.

When a CPI position is going to end (for any reason), it is the department's responsibility to submit an email to Human Resources providing the name and student number of the departing intern. The department will then need to submit a termination EPAF for both the original CPI position EPAF and CPI Hours Over 20 EPAF on BengalWeb.

The CPI Office highly recommends giving student interns at least two weeks notice when an internship will ending. For any off-campus internships, it is the department's responsibility to notify the hosting organization of the internship end date.

Process of CPI Paperwork

- 1. Student is selected for a CPI internship and ensures that they have completed the I-9 form with HR.*
- 2. Both EPAFs (original CPI position and CPI Hours Over 20) are completed through BengalWeb electronically, and the CPI Agreement form is printed from the CPI website and filled out completely by the department, and sent to the CPI Office separately. Please enter Ambri Saighman, the CPI Program Coordinator, as the "CPI Career Center Approve" and Emily Jahsman, the CPI Program Manager, as the "CPI Career Center FYI."*
- 3. Completed forms are submitted to the CPI Office located in the Career Center for approval (Museum Building, Room 418).*
- 4. The CPI Office reviews and, if appropriate, approves the forms and sends a confirmation email to each person who signed the CPI Agreement form stating the student is approved to begin working as of that date.*

Continuations

Departments may hire new students or retain current CPI students each semester.

Fall to Spring Semesters

CPI students do not need to reapply between the fall and spring semesters if the student's department still has funds for them to continue working in their current CPI position into the spring.

Continuing a CPI into a new Fiscal Year

The CPI Office will communicate with all colleges and departments on the continuation process for the upcoming fiscal year. This information will be distributed at the end of the spring semester.

During the continuation process the CPI Office will review all positions to ensure program requirements are being met. Internships must be currently in process in the summer semester to be continued into the new fiscal year. Internships are inherently short-term and should be increasing in difficulty throughout the experience. The CPI Office may ask for more information on how the internship duties have progressed and responsibilities have increased over time.

Semester Breaks

CPI students may work during school breaks (Spring Break, Thanksgiving, Winter Holidays) as long as a supervisor is present.

Supervision

The supervisor must ensure the participant is having a paraprofessional experience corresponding with the student's major/career goals.

When appointing a student for a CPI position, the department must ensure that the supervisor of the position is willing to work as a mentor for the student. The supervisor must be a professional with expertise and educational and/or professional background in the internship's subject matter. The department must also ensure that the intern's tasks and responsibilities are directly related to the student's academic and career goals.

Supervisors should be meeting and/or directly interacting with their student interns for at least 30 minutes per week. Supervisors must be on site when an intern is working.

It is imperative that the time approver ensures the student is accurately reporting actual time worked. A CPI student will not be paid for hours that are not actually worked. Evidence of inaccurate time reporting may result in suspension of the CPI allocation to the department filing the time sheet and revocation of the CPI position to the participant. The participant may also become ineligible to participate in future CPI positions if they inaccurately report their hours worked.

It is strongly recommended that CPI students keep a weekly journal to track their projects and accomplishments as well as receive formal feedback following each semester worked.

IT IS THE DEPARTMENT AND SUPERVISOR'S RESPONSIBILITY TO ENSURE THAT EACH CPI STUDENT STAYS WITHIN THE 25 HOUR PER WEEK POLICY.

WAGES

Undergraduate	\$9.00/hour
Post Baccalaureate & Graduate	\$11.00/hour
Doctoral	\$13.00/hour

ISU departments and off-campus CPI sites may use their own funds to supplement the CPI student's wages at their own discretion.

SUMMER POSITIONS

A student who is enrolled in the spring semester and also registered for the fall semester, but not enrolled for the intervening summer, is eligible for a summer CPI. However, if a student graduates in May and did not have a CPI position during the spring semester, they cannot begin a CPI position between graduation and June 30th.

CPI students may work up to 40 hours per week during the summer for 12 weeks, however, the CPI program will only pay up to 25 of the 40 hours worked each week. The additional funding for the remaining hours must come from the department's own funding source.

Students must enter any hours worked over the initial 25 hours into the "overage" timesheet that is assigned to the department's own funding source.

OFF-CAMPUS CPI POSITIONS

Internships within Idaho

Students are encouraged to hold off-campus CPI positions within the State of Idaho as long as they are a current ISU student and have approval from their faculty advisor and respective dean. Faculty supervisors of CPI students interning off-campus should contact the on-site supervisors on a regular basis to ensure the student intern is having a paraprofessional experience and the internship is meeting CPI guidelines. This can be accomplished through face-to-face contact, phone calls, and/or email correspondence.

At this time, off-campus, clinically-based health science internships for undergraduate students are not allowed. Special consideration may be available on a case-by-case basis. Please contact the CPI Office for more information.

Out of State Internships

Students who desire to participate in an out of state internship must receive prior approval from the Provost/Vice President for Academic Affairs. These students will be approved on a case by case basis and must have duties that are project-based, e.g., out-of-state geology project.

*CPIs are not allowed to work outside the United States.

Time Reporting for Off-campus Positions

CPI participants serving in off-campus positions must correspond with both their off-campus and on-campus supervisor regarding hours worked within a pay period. The student must also enter the hours worked on BengalWeb on a biweekly basis. The on-campus supervisor must verify the hours worked **before** they officially approve the student's hours on BengalWeb.

Required Paperwork for Off-campus Positions

Per the request of the ISU legal department, off-campus organizations must complete the "Career Path Internship Agreement – Off Site Work" form found on the CPI website (www.isu.edu/career/cpi-program) Proof of insurance listing both the State of Idaho and Idaho State University as insureds must accompany the signed agreement.

CONTACT INFORMATION

CPI Office

921 S. 8th Ave, Stop 8108

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(208) 282-2380

www.isu.edu/career/cpi-program

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