CPI PROGRAM POLICIES

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About the Program

Mission Statement: The CPI program connects Idaho State University students to professional, paid internships to enhance their academic experiences and career opportunities.

CPI Vision Statement: To empower students, transform campuses and communities, and prepare career-ready individuals by building meaningful connections.

Student Information

All Students

Requirements
Enrollment: students must be enrolled in at least part-time status at Idaho State University.

- Undergraduate: 6 credits
- Graduate & Post Baccalaureate: 4 credits
    - Graduate students 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 for paying for all benefits out of their own index.

Students requiring less than part-time enrollment to graduate will be reviewed on a case-by-case basis for approval.

Class Level: students must be junior, senior, post-baccalaureate, graduate, or doctorate. Class level is based on credit levels listed in Banner. College of Technology students are exempt from this requirement.

Full-time ISU employees and non-ISU students are not eligible for CPI positions.

Student Conduct
Students participating in the Career Path Internship Program are expected to comply with the Idaho State University Student Code of Conduct, University policies, and applicable workplace policies throughout their participation in the program.

Failure to comply with these standards may result in review, suspension, or removal of the student's eligibility to participate in the CPI program, including the termination of a current CPI position and/or ineligibility for future CPI positions. Decisions will be made on a case-by-case basis in consultation with the appropriate University offices and in accordance with applicable University policies and procedures.

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: https://coursecat.isu.edu/undergraduate/academicinformation/academicstanding/

- The CPI Office will monitor the student's academic standing and notify the individual who no longer qualifies for the CPI program. For special consideration, the student is encouraged to meet with the CPI staff. All considerations are reviewed on a case-by-case basis.

- Once a student has returned to good academic standing, they may participate in the CPI program.

CPI Work Hour Limitations
A CPI student may work a maximum of 20 hours per week. Exceptions include:
- 20 hours per week for international students is dependent on visa type
- 19 hours per week for graduate students taking less than 6 credits

Students may NOT work more than 20 hours per week. For example, a student who works 15 hours in one week may not work 25 hours during the next week.

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

Wages

Undergraduate	$13.00/hour
Post Baccalaureate & Graduate	$15.00/hour
Doctorate	$17.00/hour

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

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

CPI students should select the timesheet that includes "S20123-00" in the title.

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

Academic Credit
CPI students may earn academic credit for their internship with the approval of the appropriate faculty member within their academic unit. It is up to the student to work with the academic unit to complete necessary paperwork and requirements to receive credit.

Graduate Assistants (GAs, GTAs, GRAs) & Fellowships

A student may not concurrently hold a graduate assistantship or fellowship 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.

Graduating Students

Students who 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 August 31st.
- December graduates: allowed to continue working in their current CPI position until December 31st.

Summer Positions

A student who is enrolled in the spring semester, and either takes at least one credit in the summer or is registered for at least part-time for the upcoming fall semester, is eligible for a summer CPI. However, if a student graduates in May and does 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 20 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 20 hours into the "overage" timesheet that is assigned to the department's or outside organization's own funding source.

Out-of-State Internships

Students who desire to participate in an out-of-state internship will be approved on a case by case basis and must have duties that are project-based, e.g., out-of-state geology project. The CPI office will need to be made aware of such opportunities.
CPIs are not allowed to work outside the United States.

Remote Work
Remote work within a CPI position must be reviewed and approved by the CPI office. Each situation will be decided on a case-by-case basis. In-person internships provide students with direct mentorship, offer real-world experience in professional setting, and bring numerous opportunities for the intern to build their social capital through face-to-face interactions.

Annual Survey
Program participants will be required to participate in an annual survey on their internship experience.

Off-Campus CPI Positions

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. 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 relevant, high caliber professional experience and the internship is meeting CPI guidelines. This can be accomplished through face-to-face contact, phone calls, and/or electronic correspondence.

Time Reporting for Off-campus Positions

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

Required Paperwork for Off-campus Positions

A new application is required for each internship position request.

Per the request of the ISU legal department, off-campus organizations must complete the "Career Path Internship Liability" form. A Certificate of Insurance listing both the CPI Program and Idaho State University as the certificate holder must also be submitted.

Department Information

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

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

Allocations & Annual Funding

Based upon the annual CPI budget determined by the Vice President for Finance and Administration, the Vice President for Student Affairs will designate allocations for the upcoming fiscal year.

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.

It is the department's responsibility to stay within its 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 request 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 for 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 which is distributed after each pay period.

Position Development
When developing a CPI position, the hiring department or organization must provide a list of specific responsibilities and projects, preferred academic major(s), and the anticipated number of hours to be worked per week on any job posting. Departments are responsible for ensuring CPI students receive appropriate mentorship and that they are performing tasks that are related to their educational and career goals.

Positions should not be comprised of more than 25% administrative duties with the exception of Business Technology majors.

Students are not allowed to work on homework during internship hours.

Career Readiness Competencies
CPI internships should help prepare the student for life after graduation. Employers have identified career readiness competencies that are considered essential when identifying potential job candidates. When developing tasks and duties, the CPI supervisor should work to ensure that the below competencies are incorporated into each internship position.

- Adaptability
- Career & Self-Development
- Communication
- Critical Thinking
- Leadership
- Professionalism
- Teamwork
- Technology

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.

Internship Duration
Internships are inherently short-term and generally last from one to two semesters. An extension request may be submitted to the CPI office and will be reviewed on a case-by-case basis.

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.

Supervision

The supervisor must ensure the participant is having a professional experience corresponding with the student's major and/or 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 have relevant academic credentials or a minimum of three years demonstrated professional experience in the field sufficient to provide appropriate mentorship, supervision, and evaluation of the students' performance. 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.

To maintain fairness, academic integrity, and professional standards, students participating in the Career Path Internship Program may not be supervised or evaluated by an immediate family member. Immediate family members include, but are not limited to: parent, guardian, stepparent, sibling, spouse, domestic partner, grandparent, or other relatives living in the same household. Internship placements that involve direct family supervision are not eligible for approval through the program.

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 they worked. This journal can be used as a reference document for job applications, resumes, and scholarship and graduate school applications.

It is the department and the supervisor's responsibility to ensure that each CPI student stays within the 20 hours per week policy.

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 through DocuSign or email to the CPI office.

Electronic Personnel Action Forms (EPAFs) – available through MyISU

- The initial EPAF (Student/Temporary Assign a Job or Job Change – S20123-00) creates the internship position and links funding to the CPI program
- The 2nd EPAF ((Student/Temporary Assign a Job or Job Change – S20123-06) creates a link to the department's index and will only be used if the intern enters more than 20 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 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.

Process of CPI Paperwork

1. A student is selected for a CPI internship and ensures that they have completed the I-9 form with HR.
2. The CPI agreement form is filled out completely by the student and department, before being sent to the CPI office via DocuSign or email
3. Both EPAFs (original CPI position and CPI Hours Over 20) are completed by the department through MyISU electronically.
    a. Please enter Ambri Saighman, the CPI Program Coordinator, as the "CPI Career Center Approve."

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.

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 Positions & Concluding 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 the CPI office. Appeals are reviewed by the CPI staff. Decisions are made on a case-by-case basis.

CPI interns are considered student employees and as such, concluding a CPI internship must be in accordance with the Human Resource's policies.

When a CPI position is going to end (for any reason), it is the department's responsibility to submit a "termination" EPAF for both the original CPI position EPAF and CPI Hours Over 20 EPAF on MyISU. Ambri Saighman must be included as an FYI for any termination EPAFs.

The CPI office strongly recommends giving interns at least two weeks' notice when an internship will be ending. For any off-campus internships, it is the department's responsibility to notify the hosting organization of the internship end 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, and Winter Holidays) as long as a supervisor is present.

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/.

Contact Information

CPI Office
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