

CPI STUDENT AND SUPERVISOR HANDBOOK



CAREER PATH INTERNSHIP PROGRAM

Idaho State
UNIVERSITY

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“Success is where preparation and opportunity meet.”

Bobby Usner

PREFACE

Another title for this guidebook could be “Anything a CPI Intern and their Employer Should Know to Ensure a Successful Internship Experience.” Students will be able to use this guidebook to prepare for their upcoming internship as well as use it as a reference tool during their placement.

University colleges, departments, community organizations and the individuals involved in supervisory positions can use this guidebook as they see fit. Some departments, colleges, or organizations may already have established internship policies and procedures, and therefore may not require some of the content in this guidebook. However, other departments, colleges, and organizations who may be new to setting up and developing a high quality internship should find the information in this guidebook extremely helpful.

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.

BengalJobs - an online database that provides lists of jobs, internship and volunteer opportunities to Idaho State University students.

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 measure of academic progress that is monitored by Idaho State University. For more information please visit www.isu.edu.

CPI Guidelines - a CPI program resource that provides specific processes, procedures and requirements for the CPI program. For more information visit www.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 internship and the responsibilities of the parties who are involved. The internship is a three-way partnership with the student who is interning, the college, department or organization who is providing the internship opportunity, and the University.

The CPI Program at Idaho State University was designed to prepare students for success in their chosen career field. Idaho State University highly recommends that each student participate in some form of experiential learning including the following opportunities: 1) internships, 2) learning through service opportunities, and 3) volunteer opportunities. This handbook provides students and their supervisors with a template to facilitate a productive and educational work experience.

The internship is a beneficial part of the student's program of study at Idaho State University, and can formally integrate the student's formal academic study with a practical, on-the-job work experience with a cooperating employer. Internships provide an excellent opportunity for the student to formally meld theory and practice with his or her chosen field of study.



DEFINING SUCCESS

A successful internship is measured by the student's success at performing the job responsibilities of the internship position and developing professional competencies through a real-world working experience while positively contributing to the internship objectives. Successful internships add value to the University and/or off-campus 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 allow the student to secure employment before or shortly after graduation.

Performance is both the student's ability to achieve results and his/her behaviors exhibited on the job. The CPI Program highly encourages interns and supervisors to develop short-term and long-term goals for the internship. To further assist in the success of the internship, it is recommended that the intern and their supervisors regularly meet to confirm that goals are being met and any concerns or questions are addressed and resolved in a timely manner.

Job duties, responsibilities, and expectations for the internship should be clear and detailed. The direct supervisor and the student need to work together to make sure these responsibilities are clearly defined. These responsibilities are defined on the CPI Agreement form must be completed by the college or department and approved by the CPI Office before the internship can begin.

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 in line with the student's career and professional goals.



Intern of the Month October 2016, Alan Carlson

INTERNSHIPS FROM THE COLLEGE, DEPARTMENT OR ORGANIZATION'S PERSPECTIVE

An internship is an extremely flexible program of benefit to the hosting college, department or organization as well as the intern. An internship is an on-the-job assignment which integrates the concepts from the formal coursework with practical experience. 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.

An internship may be arranged to be up to 20 hours per week during the fall and spring semesters. There is an option for CPI interns to work up to 40 hours per week during the summer for a maximum of 12 weeks. The CPI Program will only pay up to 20 of the 40 hours worked during this 12-week period. The additional funding for the remaining hours must be paid by the college, department or the outside organization and must be approved before the intern can start the increased workload. The college, department, or organization sets the employment parameters, but tasks and duties must be in alignment with the student's academic and career goals.

INTERNSHIP BENEFITS

It is important to point out the benefits for the college, department, or organization involved in internship programs:

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. The 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 the college, department or organization on campus through returning interns as well as build relationships between the community and 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 INTERNSHIP PROGRAM OPERATION

LOCATING INTERNSHIPS

The student is responsible for finding and applying for internship positions. His/her academic advisor, professors, and the CPI staff are also available for assistance. The student has a variety of resources to draw upon to identify and apply for internship opportunities:

1. Contacts made within their academic college or department
2. Contacts made with employer representatives during the University's career fairs
3. Opportunities found on ISU's job posting website, BengalJobs (www.isu.edu/career)

Seeking, applying for, and obtaining employment are professional skills that students need to learn. If assistance in seeking and applying for internships is required, the CPI Office suggests contacting the Career Center, which offers resume reviews, mock interviews, and general career advice. For more information visit www.isu.edu/career.



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

- The CPI Agreement Form - to be completed by the college or department and signed by the intern, on-campus supervisor, University Business Officer, and Dean or Vice President of the College or Department
- An Electronic Personnel Action Form (EPAF) - to be completed by the college or department

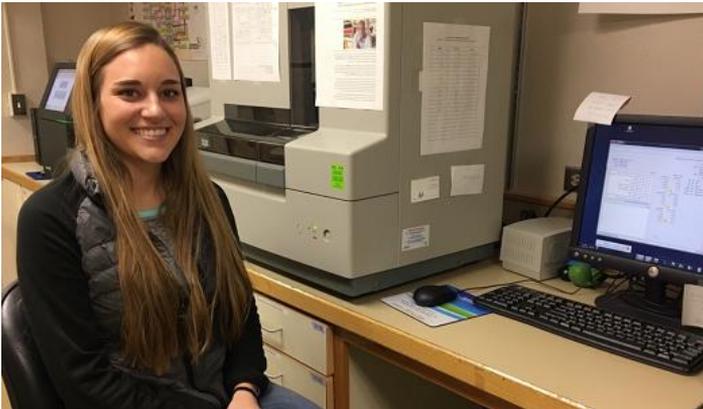
If the internship is located with an organization outside of Idaho State University, the hosting organization must also complete the following form:

- The CPI Agreement for Off Site Work - a certificate of insurance must be submitted with this signed agreement

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 and career goals, the CPI Office will send out a confirmation email to all parties involved stating the earliest start date for the internship.

TYPES OF INTERNSHIPS

The size of the hosting college, department, or 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 would be 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. 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 INTERN'S RESPONSIBILITIES

ON THE JOB

While on the job, the intern will be regarded as a regular employee of the college, department, or organization by which s/he is employed. All college, department, or organization regulations, all conditions of health and safety, and all legal requirements will apply to the intern.

Each intern is expected to act in a professional manner that reflects his/her status as an employee and intern and in the best interest of fellow employees and interns. Unethical or undesirable conduct exhibited while on the internship assignment may result in dismissal from the organization. All interns shall receive monetary remuneration based on their current class level at Idaho State University. However, organizations or ISU colleges or departments may supplement the student's wage as they see fit. Base CPI wages are as follows:

- Undergraduate Students: \$9.00/hour
- Graduate Students: \$11.00/hour
- Doctorate Students: \$13.00/hour

GOALS AND LEARNING OUTCOMES

It is highly recommended that the intern meet with their worksite supervisor and create a list of goals, projects, and learning outcomes at the beginning of the internship. This is also a great opportunity to set up regularly scheduled meetings between the intern and their supervisor. Clearly defining the internships goals, projects, and learning outcomes will help the intern achieve a rewarding experience and understand what is expected of them.

The expert in
everything was
once a beginner.

Helen Hays



THE ORGANIZATION'S RESPONSIBILITIES

Colleges, departments, and 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 college, department or organization regulations, all conditions of health and safety and all legal requirements apply, and any company policy violations should be handled in the usual manner. While interning, s/he is classified as a student employee of Idaho State University and is subject to all applicable regulations. To participate in the CPI Program, the student must be enrolled as a full time student as well as remain in good academic standing. Should there be any issues with eligibility, the student will be notified and instructed to contact their supervisor.

It is highly recommended that the supervisor and the intern develop goals, projects, and learning outcomes at the beginning of the internship. Deadlines and timelines should also be set within the span of the internship and clearly communicated to involved parties. It is important to note that the greater the variety of work experience afforded the intern; the greater will be the opportunity for learning. Scheduled job rotations and involvement in special projects are a desired means of acquiring wide experiences during limited employment.

WHO WE ARE

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.

CONTACT US

The CPI Office is housed in the Idaho State University Career Center, which is located on lower campus.

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