

Career Path Internship Off-Campus Information Sheet

Have Additional Questions?

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Museum Building Rm. 418
(208) 282-2380
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More information can be found at:
isu.edu/career/cpi-program

What is the CPI Program?

The CPI Program, created in 2010, offers ISU students valuable job experience through internships. Research indicates participating students become more skilled, secure better job placements, and earn higher wages. The program connects students with local internships, enhancing academic and professional growth. CPI interns can work up to 20 hours/week, adjustable per agreement between ISU and your organization.

What about Compensation?

The below-mentioned base wages are provided by the Idaho State University dependent on the intern's class level.

- Undergraduate: \$13/hour
- Master's/Post Bac: \$15/hour
- Doctorate: \$17/hour

Hosting Organizations can and are encouraged to supplement these wages depending on the scope of work.

What are the Requirements?

Hosting Organizations

- Supervisors must
 - Have a professional background in the internship's subject matter
 - Act as a mentor to provide an education experience
- The organization must have a physical location in Idaho
- The CPI Agreement for Off-Site Work must be completed and submitted with a certificate of insurance before an internship can take place

Students

- Must be enrolled in at least part-time credits at ISU
- Must be in good academic standing
- Internship duties must directly relate to the students major or career goals

Want to Apply to Host an Internship?

1. Complete the ["Application to Host a CPI Internship Off-Campus Form."](#)

Required information includes:

- Organization information and contact details
- Specific internship duties and projects
- Three expected learning outcomes

2. The CPI office will contact your organization, confirming receipt of the application and will set up a meeting to discuss expectations, requirements and, processes of the program.

3. If the proposed internship fits within the CPI program, the CPI office will contact the appropriate department within ISU to check for available funding.

4. If funding is available, the organization must complete the "Off-Campus CPI Agreement Form" and submit a certificate of insurance to the CPI Office.

5. Organization will find an intern externally or by using [Handshake](#), a student-only job and internship posting site. Student finalist names should be sent to the Off-campus Coordinator to check for student eligibility.

6. The qualifying student finalist will be offered the position and will need to contact their college/department to start the ISU paperwork.

7. An email will be sent out to the student, supervisors and the college/department once all paperwork is complete.

- Students cannot start working until the approval email is received.