

# Career Path Internship

## Off-Campus Information Sheet

We are excited to work with your organization as you apply to participate in the Career Path Internship (CPI) Program! Please be sure to read the below information to find out more about off-campus internship opportunities within the CPI Program.

### What is the CPI Program?

The CPI Program was created in 2010 to provide meaningful job experience to ISU students through internship opportunities. Studies have shown that students who participate in internships become more effective employees, acquire valuable transferable skills, have higher job placement rates, and earn higher wages than their peers. The CPI Program helps students connect with internships that will enhance their academic and professional careers including internships based in local organizations. CPI interns can work up to 25 hours/week, but may work less as agreed upon by ISU and your organization.

### What are the Requirements?

- Internships must relate directly to the student's academic or career goals.
- Students must be full-time students at Idaho State University and be in good academic standing.
- The CPI Agreement for Off-Site Work must be completed and a certificate of insurance must be submitted to the CPI Office before the internship can begin.
- Students must submit off-site supervisor approved time sheets to their ISU supervisor.
- International students must have proper work visas to participate in off-campus internships.
- Regular contact must occur between the off-site supervisor and the ISU supervisor to ensure the student is receiving a quality internship experience.

### What about Compensation?

All CPI internships are paid either fully or partially by Idaho State University, and organizations can choose to supplement the hourly wage as necessary.

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

### Want to Apply to Host an Internship?

1. Visit [isu.edu/career/cpi-program](http://isu.edu/career/cpi-program) and complete the "Application to Host a CPI Internship Off-Campus Form." To complete this application you will need the following information:
  - a. Organization name and address
    - i. Contact person, include email and phone number
  - b. Preferred major/college
  - c. Position title
  - d. Specific duties and projects
  - e. Preferred internship duration
  - f. Three expected learning outcomes or expected skills the student will acquire through the internship.
2. The CPI Office will contact the appropriate department to confirm internship duties and available funding for the position.
  - a. The CPI Office will advise your organization if the proposed internship meets the academic unit's requirements and if there is funding available.

3. If the proposed internship is approved
  - a. The organization must complete the "CPI Agreement for Off-Site Work"
    - i. Make sure to provide a certificate of insurance with the signed agreement
4. Find an intern
  - a. Post the job description on Handshake – a student-only job and internship posting site
    - i. Contact Jared Anderson for more info: [andekar8@isu.edu](mailto:andekar8@isu.edu)
  - b. Work with the department to identify the right candidate
5. Once a student is selected, they will need to contact their college/department to start the ISU paperwork.
6. An email will be sent out to the student, supervisors and the college/department once all paperwork is complete.

### Have Additional Questions?

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More information can be found at [isu.edu/career/cpi-program](http://isu.edu/career/cpi-program)



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