



# Statewide Summer Internship Project

## Employer Information

### Program Staff:

Kristen Andrews, UVM Internship Coordinator, Office of Engagement [Kristen.andrews@uvm.edu](mailto:Kristen.andrews@uvm.edu)

Thank you for your interest in the Statewide Summer Internship Project. The goal of this project is to attract Vermont college students to internship positions that support rural economic development by building a needed statewide talent pipeline. We're looking for employers to work with us to develop robust, engaging projects for interns and build a program that effectively supports local economic development. Our intent is that the intern hosting experience is an inspiring reciprocal experience. Employers offer guidance and on-the-job training and in turn, enjoy increased capacity, new energy and perspectives, financial and program support from UVM and a community of fellow intern hosts.

### Program Description:

#### 1. Intern Host Benefits

- a. Up to \$3000 in wage subsidy/reimbursement to support a \$20/hour wage for a UVM intern for 10 weeks between the dates of May 28, 2024 and August 2, 2024
- b. Guidance from UVM in developing intern positions as well as supporting and evaluating the intern throughout the summer
- c. UVM promotion of the position to interested students through our Handshake jobs platform, social media and targeted emails
- d. Weekly professional development workshops for a cohort of 5-10 interns working in your area led by UVM Career Center and other local partners
- e. Opportunities for program employers to network and problem solve with other intern hosts
- f. 2-3 summer workshops for employers on topics relevant to supporting interns led UVM

#### 2. Requirements of Intern Hosts

- a. Design a **planned, supervised project\*** as the basis of an internship experience for a UVM student.
- b. Designate an **intern supervisor** to
  - i. orient the student to the internship site and its culture.
  - ii. assist in the development of learning objectives.
  - iii. confer regularly with the student and with their academic supervisor as needed.
  - iv. supervise and monitor the progress of the student.
- c. **Pay the intern \$20/hour** as a company employee. Grant funds will reimburse at an agreed upon percentage of this rate.
- d. Maintain a safe, positive, and respectful **work and learning environment**, free from harassment.
- e. Provide **written evaluation** of the student's performance to the student and UVM at the end of the internship.
- f. Support student attendance at **weekly professional development workshops** (3 hours/week.) This time must be part of the student's paid work time.
- g. Attend the Midsummer Gathering of Interns and Supervisors: *New Grads and Vermont Businesses-*

*Strengths, Challenges, and Opportunities*

- h. Submit documentation of student work hours during the internship to receive agreed upon wage subsidy from UVM.
- i. **Provide feedback** on the intern hosting experience through at least one of these venues: responding to email surveys, an individual interview with program coordinators or participating in group discussions or workshops.
- j. Sign a [Memorandum of Understanding with UVM](#) certifying professional liability coverage.

\*Intern Project Criteria

- a. Project is large enough to account for at least 40% of intern's time.
- b. Project goals and objectives are clearly articulated.
- c. Project meets a real need for the organization.
- d. Intern takes the lead in planning and implementation.
- e. Intern has an opportunity for real responsibility, real success, and real failure.
- f. A deliverable is produced that can be evaluated by both the supervisor and UVM.

3. UVM Student Responsibilities

- a. Comply with internship workplace site policies and procedures.
- b. Work toward the goals of the learning contract written and agreed upon by the student and the site supervisor.
- c. Report problems including safety and/or personnel problems to appropriate avenues of support at the internship site and UVM.
- d. Conduct themselves in a professional manner and in ways consistent with the [University's Code of Student Conduct](#) and in compliance with the internship site's personnel policies.
- e. Participate in weekly professional development workshops hosted by UVM (paid time)
- f. Provide personal transportation and housing.

**Program set-up steps for Intern Hosts:**

1. Complete the Employer Application and schedule a time to meet with UVM Program Director Kristen Andrews to discuss project ideas.
  - a. Develop an internship job description which describes the work the intern will do, including the project. Supporting documents:
    - i. [Internship Info for Employers](#)
    - ii. [Writing an Internship Description](#)
2. Submit the posting for UVM review
3. Open an account on [Handshake](#).
4. Post your position for **UVM Students** on Handshake and let Kristen know when it's up and running.
5. Kristen will promote your position through social media and emails to students.
6. Interview candidates and choose who you'd like to hire.
7. Let Kristen know who you hire and the agreed upon days and times the intern will work.
8. Develop a learning plan with the intern and share copies with the intern and Kristen. Here is a [model Learning Plan](#).
9. Provide a company W-9 to [Kristen.andrews@uvm.edu](mailto:Kristen.andrews@uvm.edu)
10. Sign the UVM MOU detailing Intern host, UVM and student responsibilities and wage reimbursement process.
11. Onboard intern as a company employee.
12. At the end of the internship, invoice UVM for hours worked by the intern by August 30, 2024.