

New College Institute Summer Internship Program 2010 Employer Information and Guidelines



Through funding from the New College Foundation, the New College Institute (NCI) Summer Internship Program will provide paid summer internship opportunities for students from Martinsville, Henry County, and Patrick County who are currently enrolled or accepted in college to gain practical experience by working in full-time jobs in their home communities. Internships will take place between May 1 and September 15.

Process Summary

1. Student makes inquiry with employer(s) about internship possibilities.
2. Student and employer establish internship position description, professional expectations of the student, hours of work, and any other relevant information.
3. Employer writes Statement of Commitment for student to include in the application proposal to NCI (due as part of total package on February 19). The statement should include job description, amount of supervision required, list of job tasks, and integration of intern work with the mission of the sponsoring organization. The statement should indicate work schedule and dates of employment. Employers must commit to providing at least one fourth (\$1,000) of the total internship funding. Employers with returning interns must commit to providing one half (\$2,000) of the funding. Please include the name, title, full address, telephone number, and e-mail address of supervisor.
4. Student submits application proposal to NCI by February 19. (Submission indicates student agreement to be included in a database of potential interns that may be shared with other local employers who are seeking summer assistance.)
5. NCI notifies students and employers of successful applicants by March 8.
6. Students are required to attend a pre-internship meeting at NCI.
7. Students are required to complete all appropriate paperwork prior to beginning.
8. Internships may begin as soon as notification has been made by NCI and the employer.
9. At the conclusion of the internship, employer must submit a written evaluation of the student.
10. Students are required to attend a post-internship meeting at NCI.

Internship Employer Role

The employer may be any public or private, for-profit or non-profit agency, organization or enterprise in Henry County, Martinsville City, or Patrick County.

The employer will commit to providing an appropriate level of supervision for the predetermined job description and length of time. The employer will commit to providing at least \$1,000 to the student (one quarter of the total pay to the student). Employers who have NCI interns returning to the same or reasonably similar position will commit to provide one half (\$2,000) of the total funding. NCI will pay the other portion of the salary to the employer. The intern/employer will provide regular timesheets and progress reports to NCI. The employer will, upon conclusion of the internship, submit a written evaluation of the student's personal work habits and general work performance, and certify to the Internship Committee that the minimum time commitment for the job was met. If the minimum time commitment was not met, the employer will reimburse NCI for the remainder of the funds.

Financial Assistance Available * added January 14, 2010*

The Harvest Foundation of the Piedmont will provide funding for an additional 7 summer interns that follow the guidelines set forth by New College Institute. Non-profit organizations may be eligible for partial financial assistance toward the \$1,000 required employer contribution. To request assistance, non profit employers must submit a written statement regarding the impact the prospective intern would have on the organization and the community, and must provide demonstration of financial need by submitting a current budget and audited financials.

New College Institute Role

The NCI Internship Committee will review student proposals and reports. It is the Committee's responsibility to select internship recipients. NCI will determine satisfactory completion of the internship experience.

NCI will fund the internships to the employers upon student submission of adequate timesheets. NCI will coordinate and monitor the internships, but will not be involved in direct supervision of the students.

Contact at NCI is Dr. Leanna Blevins, Associate Director, 276-403-5600 or lblevins@newcollegeinstitute.org.

Student Role

The student must be a resident of Henry County, Martinsville City, or Patrick County. The student must be currently accepted to and/or enrolled in an associate's, bachelor's, or master's degree program at an accredited college or university and must have completed at least one year of coursework prior to beginning the internship (excluding dual enrollment credits).

The student should apply directly to the potential employer prior to submitting an application proposal to NCI. Some employers may require completion of a formal standardized application or a personal interview. Generally, students should contact the prospective employer by phone and by sending a cover letter stating specific intentions to obtain an internship (including the desired position and availability to work) and resume.

NCI will maintain a list of potential internship sites, but this list is not comprehensive. Students are encouraged to seek new and additional internship sites that match job interests and skills. When submitting a proposal for an NCI internship, the student is agreeing to put her/his name and information into a database of potential interns that may be shared with other local employers who are seeking summer assistance.

The student will present a written application proposal to the NCI Internship Committee by February 19, 2009. The proposal should include the following, including page numbers:

- Submission A: Intern applicant summary sheet (see below)
- Submission B: Cover letter to NCI outlining the proposed internship and interest
- Submission C: Proposed employer name, supervisor name, supervisor phone number, supervisor email address, internship title, internship position description, indicate work schedule (days and times) and dates of employment (beginning and end dates).
- Submission D: Statement of commitment from the employer on company letterhead. The statement should include any specific expectations for the student, amount of supervision that will be required, list of any specific job tasks not included in the position description, and integration of intern's work within the mission of the sponsoring organization. A letter from the organization's chief executive officer

and/or financial officer should guarantee that the organization will pay the student the first \$1,000 (one quarter of the total internship payment) or \$2,000 for returning interns.

- Submission E: Statement of personal objectives and goals: indicate what you expect to learn or accomplish from the experience, skills you want to gain, and how the proposed internship complements and enhances your academic course of study. Offer insight into why you should be selected for this internship, how it may benefit both you and the community, and your future professional plans. Please include at least five objectives that you wish to accomplish through the internship. These are the criteria you will use to evaluate the experience at the end of summer.
- Submission F: Resume
- Included in the application proposal (Submissions A-F) should be a master copy of the application proposal and 5 copies of the proposal (there should be 6 total copies of proposal submitted).
- Please do not include supplementary material such as awards, certificates, photos, etc. Due to the amount received, materials will not be returned to the applicant.

The student will complete an approximate 10 week (at least 320 hours for up to \$4,000 total) internship and will meet all normal requirements expected of other full-time employees at the place of work. Students will be expected to maintain an accurate timesheet of hours worked and shall submit timesheets to NCI on the appropriate dates.

The student will be required to attend a pre-internship training session and a post-internship meeting at NCI in order to receive the full stipend.

At the conclusion of the internship experience, the student will develop a written report and evaluation of their experiences that satisfies the requirements of NCI.

Selection Criteria

Application to the NCI Summer Internship Program is highly competitive. At least thirteen successful applicants will be selected in 2009 by demonstrating the following:

- Relevance or need for the position within the larger community: demonstration of how the internship will have an impact on the local workforce, economy, or will contribute to the quality of life
- Potential for longer-term employment or continued relationship with the employer or contribution to the local community
- Academic achievement
- Interest in careers associated with the internship as indicated by relevant coursework and/or paid or volunteer work experience
- Specific, articulated, and measureable goals and objectives
- Sponsor's commitment to provide a high quality, structured internship experience
- Overall quality of the complete application proposal package: professional presentation, attention to detail, and creativity
- Consideration will be given to those who are first in their family to attend college
- Students who received an internship in 2007 -2009 may return to the same employer if the employer agrees to pay half of the total salary (\$2,000).

NCI will serve as a clearinghouse for summer intern information. Local businesses may contact NCI for information regarding students who are not selected for an NCI internship. These businesses may offer positions to students who were not selected through NCI.