SUMMER INTERNSHIP PROGRAM GUIDELINES

This informational packet is to serve students and employers who are interested in applying for an internship through the New College Institute (NCI) Internship Program. Interested students and employers may review the contents of this packet as well as the resources referred to on the NCI website at newcollegeinstitute.org.

Purpose
New College Institute (NCI) is interested in the development of an educated and qualified workforce in Martinsville-Henry County. Connecting education to opportunities, the NCI Experiential Learning Programs link working professionals to the community and assist towards the creation of a world-class workforce in Southern Virginia. Through funding from the New College Foundation (NCF), the Harvest Foundation and local employers, NCI provides paid internship opportunities for college students. Students are able to gain hands-on experience related to their fields of study by working with an employer in Martinsville-Henry County and the surrounding communities. Additionally, employers have an opportunity to test drive potential candidates for full-time hire.

NCI College Internship Program Goals

- Provide college students with quality paid work experience related to their field of study.
- Provide the local workforce with an opportunity to be part of a unique internship experience.
- Demonstrate to individuals that there are rewarding employment opportunities in Southern Virginia.
- Assist with the recruiting and retaining young professionals.
- Fulfill skills gaps for existing employers by attracting students with specialized skill sets and educational training.

Summer Internship Opportunities
NCI coordinates and funds college internships during the summer (May 1 through August 30). More information (including application deadlines) is available at newcollegeinstitute.org.

Intern Wages & Employer Financial Commitments
Selected interns for the summer internship session work 320 hours at the rate of $12.50 an hour, earning up to $4,000 over the course of the session. Participating employers invest $1,000 while the NCF and the Harvest Foundation offset cost by providing $3,000.00 to the selected employers for the interns paid wages.

Employers applying with students who are returning for a second internship session through the NCI Internship program will invest $2,000 and NCF contributes $2,000.
**Academic Credit**

There is also potential for interns to receive academic credit for participation through the successful completion of participation in the NCI Internship Program. NCI does not provide this credit. Credit is provided through the college or university in which students are enrolled. Students should consult with faculty or the college career services department where they are enrolled for more information on how to use NCI Internship Program for credit.

**Summer Internship Program Eligibility**

**Students:** All student applicants 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. Applicants must be graduated from high school. High school students are not eligible to apply for this internship program. High school students participating in dual enrollment programs and receiving college credits are also not eligible to apply.

*Note: Interested candidates must have no relational affiliation with NCI staff, faculty-in-residence, or board members. Additionally, interested candidates must have no relational affiliation with NCF staff or board members or Harvest Foundation staff or board members. Candidates with these affiliations will not be eligible to apply for a NCI internship.*

**Employers:** All employer applicants must have a physical presence located within Martinsville, Henry County, or the surrounding communities. Preference is given to employers within high-demand, high-growth career fields (i.e. STEM, healthcare, etc.). Faith-based organizations are not eligible to apply.

**HOW TO APPLY**

**Students:**

1. Visit [http://www.newcollegeinstitute.org/summer-internship](http://www.newcollegeinstitute.org/summer-internship) for an overview of the program and internship timeline.
2. Review the Program Guidelines document.
3. Visit [http://www.newcollegeinstitute.org/internship-application](http://www.newcollegeinstitute.org/internship-application) to set up an online student account. Upload a cover letter designated to NCI and your resume. Review the list of employers (you can narrow your search by selecting categories within your field of interest). Please note, you can select more than one category by holding the CTRL key as you click.
4. If you see an employer listed that interests you, click “Express Interest” to send them a copy of your resume and a brief message.
5. If you do not see an employer listed that interests you, reach out to an employer in the community by calling, emailing, or visiting in person. To see a list of past employers, visit [http://www.newcollegeinstitute.org/previous-employers](http://www.newcollegeinstitute.org/previous-employers)
6. If an employer then chooses to apply with you, have them complete the Employer Statement of Commitment, to be submitted with your application. Note: You must have this completed form and the employer must have an online account to go any further in the application process. The Employer Statement of Commitment is listed here: [http://www.newcollegeinstitute.org/internship-resources](http://www.newcollegeinstitute.org/internship-resources)
7. Submit your completed online application including Cover Letter, Resume, and Employer Statement of Commitment to be considered for the summer internship. You must select “apply” for the employer you are interested in to successfully submit your application.
8. NCI staff will notify all applications all of their status once selections have been made.

Employers:

2. Review the Program Guidelines document.
3. Visit http://www.newcollegeinstitute.org/internship-application to set up an online employer account. Please note, you can select more than one field of interest category by holding the CTRL key as you click.
4. After you create an account, you will begin to receive email inquiries from interested students that will include their resume and a brief message.
5. Review interested candidates and select the student(s) with whom you would like to apply. As a courtesy, please also notify students you have not selected.
6. Complete the Employer Statement of Commitment and send to the student to be included with their application. The form is listed here: http://www.newcollegeinstitute.org/internship-resources
7. Student will submit online application.
8. NCI staff will notify all applications all of their status once selections have been made.

Submitting the Application:
Please note that students must complete the online application which will include the student’s resume, cover letter, and the employer statement of commitment. All applications must be submitted online or hand delivered for arrival by the deadline.

- Faxed or emailed applications will not be accepted.
- Incomplete application packages or applications received after the deadline will not be considered.
- In accordance with FERPA guidelines, application status will not be discussed with anyone other than the applicant.

ROLES & EXPECTATIONS

Due to the unique arrangement of the NCI Internship Programs each of the collaborating parties (NCI Intern, NCI, and participating employer) must adhere to the roles & expectations as outlined below.

NCI Intern
Upon selection for an internship and in order to receive the full stipend of monies from New College Foundation, NCI Interns must adhere to the following expectations:

- NCI Interns must attend an internship orientation at NCI which will be held prior to when the internship session the student applied for and was selected to participate officially begins.
• NCI Interns will be required to complete all appropriate paperwork to NCI prior to beginning the internship (during the internship orientation) which will include a contractual agreement known as New College Foundation Participation Agreement.
• NCI Interns are expected to fulfill the internship position description, professional expectations, hours of work, and any other relevant information that was established with the employer and was previously outlined within the Employer Statement of Commitment submitted by the intern’s selected employer.
• NCI Interns are expected to meet all normal requirements expected of other full-time employees at the place of work where they have arranged for their internship.
• NCI Interns are expected to maintain an accurate timesheet of hours worked and shall submit timesheets to NCI by the final date of the internship session.
• NCI Interns are required to participate in at least one site visit or evaluation from the Internship Coordinator, NCI support staff and/or the faculty-in-residence of their academic program.
• NCI Interns must develop a short written report, and/or complete an evaluation of their experiences that satisfies the requirements of NCI. Further instruction will be available at the initial meeting for new interns.

New College Institute

• NCI interns are selected for participation by a selection committee which is made up of community representatives. With each internship session, a new selection committee is formed. The selection committees review student applications and select internship recipients.
• NCF will issue checks in the amounts previously agreed upon to the employers selected to participate in the program. This transaction will be contingent upon submission of appropriate paperwork including: Program Participation Agreement, Company or Organization Tax ID, and proof of business or organizations Insurance and Liability.
• NCI will coordinate and monitor the internships, but will not be involved in direct supervision of the students during internships.
• NCI will coordinate a site visit to evaluate the internship experience for the intern and employer.
• NCI will communicate relevant information to employers and interns in an appropriate and timely manner.

Employer
In order to receive the full stipend of monies from New College Foundation, participating employers must adhere to the following expectations:

• Those employers that wish to participate in the NCI Internship Program may be any public or private, for-profit or non-profit agency, organization or enterprise. Priority will be given to businesses and organizations in Martinsville-Henry County; however, businesses and organizations within surrounding communities may apply and may also be considered.
• The employer will commit to providing an appropriate level of supervision for the predetermined job description and length of time as outlined in the intern’s application.
• The employer will commit to providing the previously agreed upon amount to the intern they host through the NCI Internship Program.
• Employers must ensure that the intern will provide regular timesheets and progress reports to the NCI Internship Coordinator. Further instruction about this will be provided at the initial meeting.
Employers are required to provide all appropriate paperwork to NCI in order to receive payment from NCF. This includes: the contractual agreement known as the Program Participation Agreement, Company or Organization Tax ID, and proof of Insurance and Liability. The employer will, upon conclusion of the internship, submit a short written evaluation of the student’s personal work habits and general work performance, and certify to NCI that the minimum time commitment for the job was met. If the minimum time commitment was not met, the employer will be required to reimburse NCI for the remainder of the funds.

**SELECTION CRITERIA AND PROCESS**

The NCI Internship Selection Committee is made up of community members. The Selection Committee views a copy of the each of the applications that has had all personal and identifying information cleared. Through this type of blind selection, the NCI Internship Selection Committee selects successful applicants that seem to demonstrate 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 and/or will contribute to community vitality
- Potential for longer-term employment or continued relationship with the employer
- Academic achievement of the student applying
- Interest in pursuing career field related to potential internship as indicated by relevant coursework and/or paid or volunteer work experience
- Specific, articulated, and measureable goals and objectives
- Employer’s commitment to provide wages and a high quality, structured internship experience as outlined in Employer Statement of Commitment
- Overall quality of the complete application proposal package (professional presentation and attention to detail)
- NCI notifies students and employers of successful applicants. Please refer to newcollegeinstitute.org for dates of these notifications as they relate to each internship session. The application pool is very competitive and NCI can make no guarantees that all student/employer applicants will have the opportunity to be selected to participate. In accordance with FERPA guidelines, application status will not be discussed with anyone other than the applicant.

**Further Questions?**

Please contact Autumn Morris, NCI Director of Marketing & Communications, at (276) 403-5615 or amorris@newcollegeinstitute.org.