

CAMPUS INTERNSHIP DEVELOPMENT FUND

The Campus Internship Development Fund (CIDF) provides temporary monies to UW-Seattle departments for the purpose of **hiring UW-Seattle students into high-quality, short-term internship positions.**

BACKGROUND & PURPOSE

Opportunities to learn outside the classroom are a critical component of a college education. Internships are a powerful mechanism for students to develop their skills, expand their network, fine-tune their career goals, and enhance their post-collegiate employability. Student demand for high-quality, easily accessible internships outweighs supply. Therefore, the primary goal of the Campus Internship Development Fund is to increase student access to these pivotal professional learning experiences. The secondary purpose is to provide UW departments with a cost-effective way to leverage Husky talent in support of unit goals.

PROCESS OVERVIEW

PROCESS

- > Departments interested in hiring an intern will submit proposals to the Career & Internship Center.
- > Selected departments should recruit and hire an intern prior to the start of the quarter, if possible, and no later than the end of the 3rd week of the quarter in which they want to host an intern.
- > Funding for the entirety of your internship will be provided during the 4th week of your first quarter once you have hired an intern. The allocated funding is equivalent to 14 hours of work per week for 11 weeks at UW minimum wage and student hourly benefits load. Funds will be provided via a Budget Revision into a departmental GOF budget.
- > While hosting an intern, units are asked to fulfill the expectations outlined on page 2.

ELIGIBILITY

STUDENTS

- > All UW-Seattle undergrads and grad students are eligible for these funded opportunities.

CAMPUS PARTNERS

- > For the 2020-2021 year, the CIDF will be open to:
 - o ASA Alliance (ASA, SL, UAA, OMAD, Graduate School)
 - o Units formerly in UWFA (Facilities, Finance, HR, & IT)
 - o Enrollment Management, Global Affairs, the Graduate School, the Libraries, and OPB
- > Preference is given to units whose budget constraints typically prohibit the hiring of interns and to units new to the program.

POSITIONS

- > The CIDF supports positions that are short-term, project-based, and have an intentional focus on student learning.
- > Internships can take place between Sum 2020 and Spr 2021.

INTERNSHIP RESOURCES:

- > Learn about the differences between internships and jobs
- > View sample intern projects and position descriptions
- > Watch videos about managing and supporting interns

careers.uw.edu/create-an-internship

EXPECTATIONS

RESPONSIBILITY TO INTERN

- > Assign projects that are important to the unit and will contribute to the intern's learning
- > Collaborate with intern to complete Learning Agreement within the first two weeks of internship
- > Meet weekly with intern to answer questions, check-in on projects, and support their learning
- > Conduct an informal performance check-in with intern midway through the first quarter (and periodically after that for longer internships)
- > Conduct a formal performance evaluation with intern at the completion of the internship

RESPONSIBILITY TO CAREER & INTERNSHIP CENTER

- > Provide internship position description and details about the intern hired
- > Meet with the CIDF Program Manager once during the internship
- > Complete a Program Evaluation and encourage intern to complete one as well
- > Report on intern hours worked at the end of each quarter

APPLICATION PROCESS

APPLICATION FORM

- > Applications will be accepted at - tinyurl.com/CIDF2020-21

APPLICATION DEADLINE

- > Priority will be given to submissions received by April 20th.

DECISION NOTIFICATION

- > Applicants will be notified of their status on or around May 4th.

QUESTIONS:

Dan Herb
Internship Success Manager

Career & Internship Center
University of Washington

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(206) 543-9106

APPLICATION PREVIEW

DEPARTMENT INFORMATION

- > What is the preferred name and email of person who would supervise the intern?
- > What is the name of the division and department seeking an intern?

POSITION DETAILS

- > In which quarter(s) will the proposed internship occur? (Sum 2020, Fall 2020, Win 2021, Spr 2021)
- > For whom would the internship be most appropriate? (fr/so, jr/sr/transfer, grad student)
- > Overall focus of internship (marketing, event planning, assessment, etc.)
- > Overview of intern responsibilities, tasks, & deliverables (4-8 sentences)
- > Overview of what an intern could anticipate learning from the position (3-5 sentences)
- > Has this position been funded by the Campus Internship Development Fund in the past?