

CPI Student Online Orientation

The following document provides an overview of the online student orientation for CPI interns. While this orientation is not mandatory, it is highly recommended to all CPI interns.

Welcome to the Career Path Internship (CPI) program's online orientation! We hope that this orientation will help you get the most out of your upcoming internship.

What is our mission? The CPI program is committed to connecting Idaho State University students to professional, paid experiences that will enhance their career opportunities upon graduation.

What is an internship? An internship is a short-term position performed by a student in an effort to gain professional work experience.

What should you expect during your internship? Duties and projects can vary greatly within each individual internship. We suggest that you prepare a list of questions that you have about your internship to discuss with your direct supervisor.

CPI Program Details

Here are some important details to keep in mind during your internship:

- You must be in good academic standing
- You must be enrolled in at least half-time status:
 - 6 credits for undergrads
 - 4 credits for graduate and professional degrees
 - Graduate students who are working on a thesis or dissertation must be enrolled in at least one academic credit to remain eligible for the CPI program
- Your internship duties must be directly related to your academic or career goals
- You can only hold one CPI position at a time
- You can work up to 20 hours per week with prior approval from your campus supervisor

Internship Benefits

Your upcoming internship is a wonderful opportunity to:

- Build your professional network
- Obtain professional references for future job/academic applications
- Get paid AND gain professional experience

- Enhance your resume and LinkedIn profile

From your upcoming internship experience, you will become more prepared for success in the workplace, lifelong career management, and will gain skills in:

- Adaptability
- Career & Self-development
- Communication
- Critical Thinking
- Leadership
- Professionalism
- Teamwork
- Technology

CPI Wages

The base pay for CPI interns is as follows:

- Undergraduate: \$13.00/hour
- Graduate and Postbaccalaureate: \$15.00/hour
- Doctorate: \$17.00/hour

Expectations and Schedule

At the start of your internship, it is important to discuss the following topics with your supervisor:

- Internship expectations
- Goals for the internship
- Work schedule

You can access a helpful orientation checklist on our website. You can work through the checklist with your supervisor to help you get settled in your internship.

Your supervisor should act as a mentor throughout your internship experience. They will be able to help guide you. Do not hesitate to go to them with questions, concerns, or if you need a little encouragement.

It's a good idea to keep a weekly internship journal to track your progress, reflect on challenges and growth, and build a valuable record for future career development. This journal will help you in the future to incorporate all aspects of your internship into your resume.

Feel free to use our template or make your own.

Internship Do's and Don'ts

Do:

- Communicate with your supervisor if you have any questions or concerns about your internship
- Be punctual and let your supervisor know as early as possible if you cannot make it to your internship for any reason
- Ask your supervisor about any technology policies
- Talk to your supervisor about any dress codes that may apply to your internship
- Take pride in your internship by being organized and demonstrating initiative

Don't

- Be afraid to ask for help or advice from your supervisor or co-workers
- Act unprofessionally in your internship as you are representing yourself, your classmates, and Idaho State University

International Students

Please keep in mind the following information:

- The maximum internship hours allowed for international students is 20 hours/week
- You must confirm your work schedule with your department
- If you wish to participate in an off-campus internship, please contact the International Programs Office (IPO) at ipomail@isu.edu or (208) 282-4320 for more information about holding an off-campus CPI internship.
 - You will also need to meet with the Off-campus CPI Coordinator after meeting with an IPO advisor to complete required paperwork

Off-campus Internships

Off-campus internships provide an excellent opportunity for you to grow your professional network. Please remember that you are representing not only yourself, but also your fellow ISU students, and Idaho State University. You should be in regular contact with both your on-campus and off-campus supervisors.

A paper timecard, which can be found on the CPI website, must be approved by your off-campus supervisor biweekly. This timesheet must be forwarded to your on-campus supervisor. Additionally, you will need to submit your hours on MyISU. Please ask your supervisors if you have any questions about time reporting.

Social Media

Be careful what you post on your social media accounts. You could put your internship at risk if you post inappropriate comments. We suggest that you don't post anything that you wouldn't want your grandma to see. If you're not sure, don't post it!

Internship Performance

The CPI program requires that when you are at your internship, you must be working. You may not do homework during your scheduled hours. If you do not have enough to do, speak with your supervisor about additional tasks and projects.

Human Resources

The Human Resources (HR) Office requires that every student employee, including interns, complete the HR Hiring Packet. Please call or visit the HR Office for more information and to obtain the required forms. Their contact information is provided below:

Phone: (208) 282-2517

Office: Administration Building, 3rd Floor, Room 312

Website: www.isu.edu/hr

Direct Deposit

Direct deposit is the process by which the university deposits your paycheck directly into your checking or savings account. Direct deposit is the required method of payment for ISU employees. There are several benefits to direct deposit:

- Direct deposit is safe because your pay is automatically deposited into your account on pay day
- No worrying about lost or stolen checks
- Direct deposit is fast because your check is instantly deposited into your account and available on pay day

Please contact the Payroll Office for more information:

Phone: (208) 282-4725

Office: Administration Building, 2nd Floor

Website: www.isu.edu/payroll

Getting Paid

Once your position has been approved, there will be a Time Entry & Employment Details section. Select "Employee Dashboard" and select the "enter time" button. You will enter your hours every two weeks. Off-campus CPIs will also need to submit an Off Campus Time Card verification form which can be found on the Career Center web page. Your hours on MyISU must match the hours on your verification time card. Speak with your supervisor about when your timesheets will be due.

On MyISU, there will be two timesheets showing. Please submit your hours worked (up to 20 hours per week) in the timesheet titled "**S20123-00.**" During the summer semester, if you have made arrangements to work more than 20 hours per week, please speak with your supervisor about the proper steps to submit time over the first 20 hours per week.

If you have any questions about submitting timesheets, please speak with your supervisor or contact the CPI Office.

For Your Information

If you feel victimized by a work-related incident (job misrepresentation, unethical activities, sexual harassment, discrimination, etc.), you are to contact Idaho State University's [Office of Human Resources](#): (208) 282-2517.

For more information visit: www.isu.edu/aaction/title-ix-notice-of-non-discrimination/.

Special Accommodations

If you require special accommodations, please contact the Disability Services Office: (208) 282-3599.

For more information visit: isu.edu/disabilityservices

ISU Career Center

The ISU Career Center provides free services to ISU students and alumni including:

- Career Counseling
- Resume Reviews
- Mock Interviews
- Career Assessments
- Career Fair & Events
- Job Shadowing
- Volunteer Opportunities
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For more information, visit isu.edu/career