

ON-CAMPUS SUPERVISOR HANDBOOK



CAREER PATH INTERNSHIP
PROGRAM

Idaho State
UNIVERSITY

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TERMS AND DEFINITIONS

Career Path Internship (CPI) Program – a university-wide internship program that connects Idaho State University students to professional, paid experiences that will enhance their career opportunities upon graduation.

Direct Supervisor –the individual who will work directly with the intern to ensure that objectives, projects, and learning outcomes are achieved within the internship.

Good Academic Standing – a measure of academic progress monitored by Idaho State University. For more information, please visit www.isu.edu.

CPI Guidelines – a CPI program resource that provides specific processes, procedures, and requirements for the CPI program. For more information, visit www.isu.edu/career/cpi-program/.

Learning Outcomes – statements that describe significant and essential learning that should be achieved by the end of an internship, project, or program.



INTRODUCTION

The purpose of this handbook is to clarify the requirements of the CPI program and the responsibilities of you, the hosting department or program, the student, and Idaho State University (ISU).

The CPI program at ISU was designed to prepare students for success in their chosen career field. This handbook provides a guide to facilitate a productive and educational work experience.

Internships can be an extremely beneficial part of the student's program of study at ISU. They can formally integrate the student's academic study with practical, on-the-job work experience. Internships provide an excellent opportunity for students to meld theory and practice with their chosen field of study. They also provide the student

with a unique opportunity to develop transferable skills that are difficult to create outside of a workplace environment.

PROGRAM REQUIREMENTS

For a student to qualify for a CPI Program internship, the following requirements must be met:

1. Be in good academic standing
2. Be classified as a part-time student at ISU
3. Internship duties and projects must be consistent with the student's career or professional goals.

REQUIRED PAPERWORK

Once an intern is identified, there is required paperwork that the associated college or department must complete before the student can start. These forms include:

- A CPI Agreement Form – to be completed by the CPI student and their supervisor.
- An Electronic Personnel Action Form (EPAF) – to be completed by the associated college or department.

After the necessary paperwork is submitted, the CPI Office will review all documents to ensure they are complete and that the internship position appropriately aligns with the intern's academic or career goals. Finally, the CPI Office will send a confirmation email to all parties involved stating the earliest start date for the internship.



INTERNSHIP PARAMETERS

An internship is a flexible program that can benefit your department and the intern. Depending on funding availability, an internship may be arranged for up to 20 hours per week during the fall and spring semesters.

Your department sets the employment parameters, but the tasks and duties must align with the student's academic or career goals. A student may continue with an internship, but the job responsibilities and expectations must become progressively more advanced.

DEFINING SUCCESS

A successful internship is measured by the student's aptitude for performing the position's job responsibilities as defined on the CPI agreement form. Your student and you

should work together to define these tasks clearly. These duties must be described on the CPI Agreement form and approved by the CPI Office before the internship can begin. If you are unsure of the internship description or the initial paperwork process, please contact the CPI Office at 208-282-2380.

“The expert in
everything was
once a beginner.”

Helen Hays

Job duties, responsibilities, and expectations for the internship should be clear, detailed, and incorporate the following four career competencies: communication, teamwork, work ethic, and critical thinking.

Successful internships can add value to your program through a work product, project, or other tangible output. This success enables the student to build meaningful work experience, strengthen resumes, and often secure employment before or shortly after graduation.

INTERNSHIP BENEFITS

Your department is likely to benefit from hosting a CPI internship in the following ways:

1. The students involved are highly motivated, eager to learn, intelligent, dependable, and aspiring—they are "high yield" employees whose contagious enthusiasm can motivate present employees.

2. Internship programs provide an excellent source of skilled, temporary personnel.
3. Your department can experiment with new positions without making expensive, long-range commitments.
4. Graduates who have interned require less job orientation and training, have reduced turnover rates, are more loyal, and progress faster and further than non-interns.



PROFESSIONAL OPPORTUNITIES

When possible, the internship should permit a variety of contacts and experiences through departmental rotation. However, the student should be accepted only if they can perform the job adequately, as any other new employee would be expected to do.

The best internship is one in which the student quickly learns the fundamentals of the position, takes on additional or advanced

responsibilities, and completes the internship with a greater knowledge of their career field and additional professional skills. Professional skills that an intern should gain from a CPI Internship include better oral and written communication skills, a professional work ethic, the ability to work in a team, and critical thinking. Below are a few examples of responsibilities that could help strengthen these career competencies.

- Oral Communication: Tasks that require the intern to express their ideas and listen attentively to others.
 - Presentations
 - Interviewing Clients
 - Participating on committees
- Written Communication: Tasks that require the intern to express their ideas in writing clearly.
 - Drafting reports/memorandums
 - Editing documents
- Teamwork: Tasks that require the intern to interact with co-workers by developing rapport, providing support, listening effectively, and/or persuading others.
 - Collaborative projects
 - Tasks that require input/feedback from other employees
- Critical Thinking: Tasks that require the intern to gather information, analyze information, create ideas, anticipate problems, or find alternative solutions
 - Research projects
 - Setting internship goals with supervisor
- Work Ethic/Professionalism: Tasks that require the intern to adhere to company policies, guidelines, or procedures, meet deadlines, and conduct themselves in a professional manner.
 - Special Projects
 - Representing the organization at functions

DEPARTMENT RESPONSIBILITIES

The CPI intern should be considered an employee and be held responsible for satisfactorily performing the assigned duties. All department regulations, health and safety rules, and legal requirements apply, and any company policy violations should be handled as usual. While interning, the student is classified as an employee of Idaho State University and is subject to all applicable regulations.

It is required that you meet with your intern at the beginning of the internship to develop goals, projects, and learning outcomes. Deadlines and timelines should also be set within the span of the internship and clearly communicated to the student intern. If possible, scheduled job rotations and involvement in special projects are appreciated by interns to provide a wide-ranging experience during their limited internship.

All interns shall receive monetary remuneration based on their current class level at Idaho State University. However, organizations may supplement the student's wage as they deem appropriate. Base CPI wages are as follows:

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

WHO WE ARE

The Career Path Internship program is committed to connecting Idaho State University students to professional, paid experiences that will enhance their career opportunities upon graduation.

CONTACT US

The CPI Office is located in the Idaho State University Career Center in the Museum building on the lower campus.

CPI Office
921 S. 8th Ave, Stop 8108
Pocatello, ID 83209
Museum Building, Room 418
Phone: (208) 282-2380
Fax: (208) 282-4611

Program Manager: Emily Jahsman
Phone: (208) 282-3548
Email: EMILYJAHSMAN@ISU.EDU

Program Coordinator: Ambri Saighman
Phone: (208) 282-5714
Email: AMBRISAIGHMAN@ISU.EDU