



Idaho State
University

Career
Center



Career Path Internship

Student Handbook

ROAR

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 spend the most time directly working with the intern. This can be either an on-campus supervisor or an off-campus supervisor.
- Good Academic Standing – is a measure of academic progress that is 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.
- Handshake – an online database that provides lists of jobs, internship and volunteer opportunities to Idaho State University students.
- Learning Outcomes – statements that describe significant and essential learning that should be achieved by the end of an internship, project, or program.
- Off-campus Supervisor – the individual at the hosting organization who will work directly with and supervise the intern to ensure that objectives, projects, and learning outcomes are being achieved within the internship.
- On-campus Supervisor – the individual at Idaho State University who will either work directly with the intern or closely with the off-campus supervisor to ensure that objectives, projects, and learning outcomes are being achieved within the internship.



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Introduction

The purpose of this handbook is to clarify the requirements of the CPI internship and the responsibilities of the parties who are involved. The internship is a three-way partnership with you, the student who is interning, the college, department or organization who is providing the internship opportunity, and the University.

The CPI Program at Idaho State University was designed to prepare students for success in their chosen career field. Idaho State University highly recommends that each student participate in some form of experiential learning including the following opportunities: 1) internships, 2) learning through service opportunities, and 3) volunteer opportunities. By participating in experiential learning, you are able to gain valuable transitional skills such as critical thinking, time management, teamwork and communication skills that

potential employers require. This handbook provides you with a template to facilitate a productive and educational work experience. An internship is a beneficial part of any student's program of study at Idaho State University, and can formally integrate your formal academic study with a practical, on-the-job work experience. Internships provide an excellent opportunity for you to formally meld theory and practice with his or her chosen field of study, and the CPI staff is excited to have you join the CPI family.

Internship Benefits



It is important to point out the benefits for you can gain through a CPI internship:

1. CPI interns gain hands-on, real world experience in their chosen course of study or an internship which aligns with the student's career goals.
2. Employers look for graduates with experience. A recent survey found 91% of employers prefer applicants with real-world experience .
3. Interns are able to acquire transitional skills that employers look for such as critical thinking, problem solving, work ethic, communication, teamwork, multitasking and time management.
4. CPI interns are monetarily compensated based on their current class level at Idaho State University.
 - Undergraduate Students: \$9.00/hour
 - Graduate Students: \$11.00/ hour
 - Doctorate Students: \$13.00/ hour
5. CPI interns build professional business connections in their field of study and can sometimes gain employment with the company where they have their internship.

Program Requirements

For a student to qualify for a CPI program the following requirements must be met:

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



Internship Parameters

An internship is an extremely flexible program which benefits the hosting college, department or organization as well as you, the intern. An internship is an on-the-job assignment which integrates the concepts from the formal coursework with practical experience. Internship may be repeated by an individual student, but internship assignments are required to become progressively more advanced for students returning to the same internship site.

An internship may be arranged for up to **20** hours per week during the fall and spring semesters. There is an option for CPI interns

to work up to 40 hours per week during the summer for a maximum of 12 weeks. The CPI program will only pay up to **20** of the 40 hours worked during this 12-week period. The additional funding for the remaining hours must be paid by the college, department or the outside organization and must be approved by the CPI program staff before the intern can start the increased workload. The college, department, or organization will set the employment parameters, but tasks and duties must be in alignment with the student's academic and/or career goals.

Defining Success

A successful internship is measured by the your success at performing the job responsibilities of the internship position and developing professional competencies through a real-world working experience while positively contributing to the internship objectives. You will be expected to complete a work product, project, or other tangible output during the course of the internship. This will not only add value to the organization or department in which they work but will also help you hone valuable communication and time management skills as you work to complete a high quality work product by the end of the internship.

A successful internship will enable you to build meaningful work experience, strengthen your resume, and may even allow you to secure employment before or shortly after graduation. Successful Internships allow you to network in their chosen field of study and create valuable professional contacts who may

eventually help you obtain your career goals.

Performance is both your ability to achieve results and your behaviors exhibited on the job. The CPI Program highly encourages interns to develop short-term and long-term goals for the internship with their supervisors. To further assist in the success of the internship, you are recommended to meet regularly with your supervisor to confirm that goals are being met and any concerns or questions are addressed and resolved in a timely manner.

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

The student should work with his/her direct supervisor to make sure these responsibilities are clearly defined. These responsibilities must be described on the CPI Agreement form must and approved by the CPI Office before the internship can begin.

Locating Internships

You are responsible for finding and applying for internship positions. Your academic advisor, professors, and the CPI staff are also available for assistance. There are a variety of resources to draw upon to identify and apply for internship opportunities:

1. Contacts made within their academic college or department
2. Contacts made with employer representatives during the University's career fairs
3. Opportunities found on ISU's job posting website, Handshake (<https://isu.joinhandshake.com/>)

Seeking, applying for, and obtaining employment are professional skills that you will need to develop and refine. If assistance in seeking and applying for internships is required, the CPI Office suggests contacting the Career Center, which offers resume reviews, mock interviews, and general career advice. For more information visit isu.edu/career.

Once an internship is identified, there is required paperwork that the college or department must complete before the internship

can begin. These forms include:

- The CPI Agreement Form – to be completed by the college or department and signed by the intern, on-campus supervisor, University Business Officer, and Dean or Vice President of the College or Department
- An Electronic Personnel Action Form (EPAF) – to be completed by the college or department

If the internship is located with an organization outside of Idaho State University, the hosting organization must also complete the following form:

- The CPI Agreement for Off Site Work – a certificate of insurance must be submitted with this signed agreement

Once all the necessary paperwork is submitted, the CPI Office will review all documents. If the paperwork is complete and the internship position is appropriately aligned with the your academic and/or career goals, the CPI Office will send out a confirmation email to all parties involved stating the earliest start date for the internship.

The Intern's Responsibilities on the Job

While on the job, you will be regarded as a regular employee of the college, department, or organization where your internship is located. All college, department, or organization regulations, health and safety rules, and all legal requirements apply to you.

You are expected to act in a professional manner that reflects your status as an employee and intern and in the best interest of fellow employees and interns. Unethical or undesirable conduct exhibited while on the internship assignment may result in dismissal from your internship.

Resume Building

CPI Interns are highly encouraged to update their resumes to reflect the experiences and skills gained during the course of the internship. This is much more than simply updating the experience or employment section of your resume to reflect that you completed an internship. Be certain to highlight tasks and responsibilities that you completed that reflects the transferable skills notated above. This may be accomplished by creating a separate skills section that highlights the skills employers are looking for or by adding bullets underneath each employment entry to highlight these skills.

The best way to do this is by using action/result sentences that explain the action you took and the result you obtained. For example: Evaluated website traffic for a local small business or recommended layout designs that resulted in a 13% increase in unique visitors per month. By updating your resume properly you will be able to properly illustrate to potential employers the skills you obtained during your CPI Internship. The Career Center is always there to help. Resume reviews may be scheduled on Handshake or by calling the Career Center.

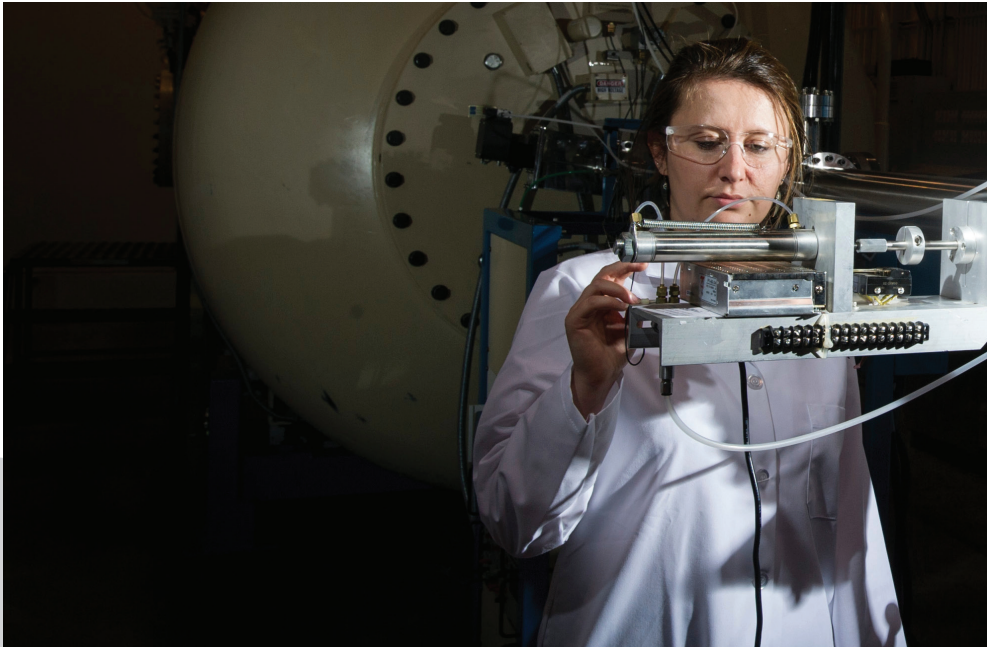
Goals and Learning Outcomes

It is highly recommended that you meet with your internship supervisor and create a list of goals, projects, and learning outcomes at the beginning of the internship. This is also a great opportunity to set up regularly scheduled meetings between you and your supervisor. Clearly defining the internships goals, projects, and learning outcomes will help you achieve a rewarding experience and fully understand what is expected.

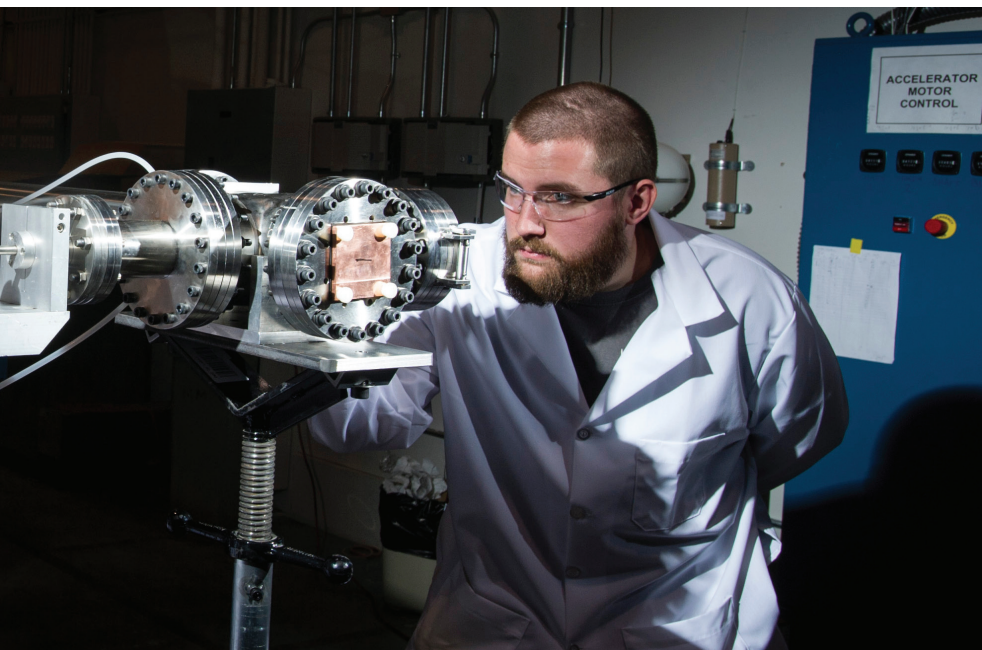
Professional skills that you should gain from a CPI Internship include, but are not limited to, improved oral and written communication

skills, a professional work ethic, increased ability to work in a team and enhanced critical thinking. You are encouraged to meet with your supervisor to discuss how you can incorporate these career competencies into their internship. Below are a few examples of tasks or responsibilities that could help strengthen these career competencies.

- Oral Communication: Tasks that require you express your ideas and listen attentively to others.
 - o Presentations
 - o Interviewing Clients
 - o Participating on committees



- Written Communication: Tasks that require you to clearly express your ideas in writing.
 - Drafting reports/ memorandums
 - Editing documents
- Teamwork: Tasks that require you to interact with co-workers by developing rapport, providing support, listening effectively and/ or persuading others.
 - Collaborative projects
 - Tasks which require input/ feedback from other employees
- Critical Thinking: Tasks that require you 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 you to adhere to company policies, guidelines or procedures, meet deadlines and conduct yourself in a professional manner.
 - Special Projects
 - Representing the organization at functions





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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.

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