

Thank you for your interest in collaborating with the Hagen Center to provide a civic engagement internship for Wittenberg students. Please allow this to be your guide and reference through the process. We look forward to working with you!

## Civic Internship Program Details and Overview

The Civic Internship Program is a paid summer program that combines internships in Greater Springfield with opportunities to learn from local civic leaders. The program helps students gain the knowledge, skills, and dispositions to be actively engaged citizens in their community. We are looking for partners with a community-focused mission interested in providing students a project-based and experience-oriented opportunity that helps them further their personal, professional, and civic goals. All internship positions must give the student meaningful opportunities to contribute to the Greater Springfield community while increasing the organizations capacity to fulfill its mission. Typically, summer partners are non-profit or public sector organizations.

## Internship Calendar

|                                                                   |                                                          |
|-------------------------------------------------------------------|----------------------------------------------------------|
| Tuesday, May 30 <sup>th</sup> - Thursday, June 1 <sup>st</sup>    | Students attend the Hagen Center's mandatory orientation |
| <b>Friday, June 2<sup>nd</sup> - Friday, July 28<sup>th</sup></b> | <b>Students intern with community partners</b>           |
| Last week of internship                                           | Internship Celebration (TBD)                             |

## Selection Timeline

|                                                                                                                                  |                                                                                                                                                                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Wednesday, February 1<sup>st</sup></b><br><b>By Friday, February 10<sup>th</sup></b>                                          | Due date for community partners to submit internship proposal<br>Community partners notified if selected as internship site and confirm participation<br>Students invited to attend mandatory interest meeting            |
| <b>February 14<sup>th</sup> and 15<sup>th</sup></b><br><b>By February 16<sup>th</sup></b><br><b>Friday, March 3<sup>rd</sup></b> | Mandatory interest meeting for students<br>Internship application process announced to students<br>Due date for students to apply to internship<br>(Students will need to attend meeting with us to be eligible to apply) |
| <b>Starting Friday, March 10<sup>th</sup></b>                                                                                    | Applicant information and supplemental materials sent to site supervisor from Hagen Center<br>Community partners begin review of applications and scheduling of interviews                                                |
| <b>By Friday, March 31<sup>st</sup></b><br><b>April</b>                                                                          | Offers made and internship positions finalized<br>Mandatory meeting for interns and site supervisors                                                                                                                      |

## Key steps:

1. Develop an internship position description that meets the needs of your organization and will help further an intern's personal, professional, and civic goals.
2. Submit internship proposal after review of internship site responsibilities. \*
3. Review applications that students submit on Handshake.
4. Schedule interviews and select candidate(s).
5. Attend site supervisor mandatory meeting prior to the start of the internship.
6. Orient and develop plan for supervising your intern(s), and complete Learning Contract.
7. Join us at the final Internship Celebration!

**NOTE-** Although we will promote your position, we are unable to guarantee that a student will have the availability, interests, or requirements that match your needs.

**Develop the internship job description that meets the needs of your organization and will help further an intern's personal, professional, and civic goals.**

- A good job description includes the organization's mission, a brief overview of the position, key responsibilities, special qualifications, and specific documents requested. *See Guidance for Writing an Internship Position Description and Selecting Candidates*
- It is important for interns to understand and participate in the day-to-day operation of the organization. They should be given tasks that help them understand the process and procedure and how their role supports the organization's mission.
- When possible, interns should be given special projects and specific assignments that can be accomplished during the internship.
- Research projects and analysis are ideal for interns.
- When interviewing students, try to gauge what special skills and interest you can utilize for these projects.

**Submit internship proposal after review of internship site responsibilities**

- Be sure to review all expectations of the serving as an internship site, the dates of the internship, and the financial responsibilities.

**\*Internship Site Responsibilities**

- *Encourage and support student learning and professional growth*
- *Designate an employee to serve as student intern supervisor with responsibilities to help orient the student intern to the site and its culture, to assist in the development of learning objectives, and to check-in weekly with the student, and to evaluate their performance*
- *Work with student to create and approve their learning contract within the first 5 days of the start date, list SMART goals*
- *Provide adequate supervision for the student intern and assign duties that support the position description, and foster professional, career-related, civic goals*
- *Make available equipment, supplies, and space necessary for the student intern to perform assigned duties*
- *Provide a safe working environment*
- *Notify Hagen Center personnel of any changes in the student intern's work status, schedule, or performance*
- *Communicate the organization's policies and standards to the Hagen Center staff*
- *Be knowledgeable of and adhere to Wittenberg's policy on discrimination, harassment and the Clery Act - [www.wittenberg.edu/administration/human\\_resources](http://www.wittenberg.edu/administration/human_resources)*
- *Comply with all laws, including, those relating to employment, health, and workplace safety*

**Review applications that students submit on Handshake**

- Once we post positions, students have approximately three weeks to review, prepare and apply to positions through Handshake.
- We encourage students to apply for 2-3 of their top choices.
- The Hagen Center will collect all application materials and email to internship site supervisors.
- We are trying to mirror what an application and selection process will look like once students begin to look for employment post-graduation.

### **Schedule interviews and select candidate(s).**

- You may begin to contact and arrange interviews at your earliest convenience.
- Students are told that they have 48 hours to respond to an offer.
- Once a student has accepted your offer, they are not allowed to accept another. Please submit the [Internship Hiring Confirmation form](#) immediately after a student has accepted an offer.
- There is the potential that students will receive multiple offers so please make this very clear when offering a position and be ready to offer your second or third choice the position, if you see fit.
- Once interns have accepted a position, the Hagen Center will send an email confirmation to interns and their supervisors that will include next steps.

#### **Please be sure to review the following information when you interview students:**

- Timeframe of the position, most positions are ~8 weeks, but some partners have requested a longer commitment to meet the needs of their organization
- Hours required per week and anticipated daily schedule, most positions are 37 hours per week, but if not, please make this clear
- Who will serve as the supervisor to the student
- Description of orientation and training any requirements for being hired such as completing a background check
- Review specifics of responsibilities and projects
- We expect that intern will primarily work on-site, but on occasion could work remote. If there is a possibility to work remote, please mention this to the intern.
- Dress code

### **Orient and develop plan for supervising your intern(s), and complete Learning Contract.**

- Interns will bring a Civic Internship Program Learning Contract with them the first day of their internship to review with you during orientation. They will have to submit a copy of this contract during the second week of the program.
- A well-organized orientation helps the intern feel welcome and included.
- We ask that you include the following in your orientation
  - Review the organizations mission and vision
  - Explain organizational structure
    - Who does the intern report to and best way to communicate
    - Identify a backup contact if their main supervisor is not available
  - General policies and work space
    - Parking, work station and tour, general office hours, lunch breaks, office equipment, dress code, weekly meetings you expect interns to attend, and anything specific to your organization
  - Review the position, expectations and set weekly meeting time
    - Explain any forms or requirements that need completed
    - Identify and discuss main projects and daily tasks
    - Create an action plan according to projects and goals
    - Provide ideas of what to do during down time
    - Set weekly check-in time

### Payroll and tracking hours

All students participating in this internship program will be paid through Wittenberg and participating partners will be sent an invoice by Student Accounts. Students are paid \$10.25/hour and they will enter hours as if they were student employees and you will approve hours each month. The highlighted column is the due date for students to submit their timesheet. **Site Supervisors will need to approve hours by 12pm on Timesheet approval date, if not verified, student will be paid for hours submitted.**

| SUMMER 2023 PAYROLL |                |    |            |                                 |                                             |            |
|---------------------|----------------|----|------------|---------------------------------|---------------------------------------------|------------|
| Month               | Payroll Period |    |            | Timesheet due by<br>9:00 PM EST | Timesheet<br>Approval due by<br>3:00 PM EST | Pay Date   |
| May                 | 05/15/2023     | to | 05/31/2023 | 06/01/2023                      | 06/02/2023                                  | 06/09/2023 |
| June                | 06/01/2023     | to | 06/30/2023 | 07/05/2023                      | 07/06/2023                                  | 07/14/2023 |
| July                | 07/01/2023     | to | 07/31/2023 | 08/01/2023                      | 08/02/2023                                  | 08/11/2023 |
| August              | 08/01/2023     | to | 08/07/2023 | 09/01/2023                      | 09/04/2023                                  | 09/08/2023 |

*\*A weekly time period is always the 1<sup>st</sup>-7<sup>th</sup>, 8<sup>th</sup>-14<sup>th</sup>, 15<sup>th</sup>-21<sup>st</sup>, 22<sup>nd</sup>-28<sup>th</sup>, 29<sup>th</sup>-30<sup>th</sup>/31<sup>st</sup>- they cannot work more than 37 hours during a weekly time period.*

If at any time, you have questions or concerns please contact me, and as always, we appreciate you and your commitment our students and our community. I look forward to working with each one of you!



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