



Idaho State
University

Career
Center



Career Path Internship

Student Handbook

ROAR

Contents

<i>Introduction</i>	3
<i>Internship Benefits</i>	4
<i>Program Requirements</i>	5
<i>Internship Parameters</i>	5
<i>Defining Success</i>	6
<i>Finding and Starting an Internship</i>	7
<i>The Intern's Job Responsibilities</i>	8
<i>Resume Building</i>	8
<i>Goals and Learning Outcomes</i>	10
<i>Terms and Definitions</i>	11



Introduction

The Career Path Internship (CPI) program at Idaho State University is a paid internship program that allows students to gain hands-on, real-world experience in their chosen course of study and/or that is related to their career goals. By participating in a CPI internship, you can integrate your formal academic study with practical, on-the-job work experience. CPI internships provide an excellent opportunity for you to meld theory and practice with your chosen field of study and allow you to develop transferable skills such as teamwork, communication, critical thinking, and professionalism.

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 partnership between the student intern, the college, department, or organization providing the internship, and the University.

Internship Benefits



1. CPI interns gain hands-on, real-world experience in their chosen course of study that also aligns with their career goals.
2. Employers look for graduates with experience. A recent survey found that 91% of employers prefer applicants with real-world experience.
3. CPI interns are able to acquire transferrable 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 class level at Idaho State University.
 - Undergraduate Students: \$13.00/hour
 - Graduate Students: \$15.00/hour
 - Doctorate Students: \$17.00/hour
5. CPI interns build professional business connections in their field of study and may gain employment with the company for which they interned.

Program Requirements

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

1. The student must be in good academic standing.
2. The students must be enrolled at least as a part-time, degree-seeking 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 integrates the concepts of formal coursework with practical experience. Typically, internships last 1-2 semesters, and duties and responsibilities increase over the duration of the internship.

CPI interns can work up to 20 hours per week in the fall and spring semesters. There may be 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. The additional funding for the remaining hours must be paid by the college, department, or the outside organization. The college, department, or organization will set the employment parameters, but tasks and duties must enrich the student's academic and/or career goals.

Defining Success

A successful internship is determined by how well you accomplish the job responsibilities in the internship position and develop professional competencies through a real-world working experience while positively contributing to the internship objectives. The internship requires completing a work project or other rigorous tasks applicable to the learning objectives. These experiences will not only add value to the organization or department you work with, but they 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 experiences, strengthen your resume, and may even allow you to secure employment before or shortly after graduation. Successful Internships provide networking opportunities in your chosen field of study and create valuable professional contacts. These connections often contribute to you achieving your career goals.

Performance encompasses 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, we recommend that you meet regularly with your supervisor to track goals, address any concerns or questions, and resolve issues promptly.

Job duties, responsibilities, and expectations for the internship should be clear and detailed. The work should incorporate transferrable skills: communication, teamwork, work ethic, and critical thinking. The student should work with their direct supervisor to clearly define expectations. The CPI Agreement form requires the intern's responsibilities to be outlined and approved by the CPI Office before the internship can begin.

Finding and Starting an Internship

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:

- Contacts made within their academic college or department.
- Contacts made with employer representatives during the University's career fairs.
- 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. The CPI Office suggests contacting the Career Center if assistance in finding and applying for internships is required. They offer resume reviews, mock interviews, and general career advice. For more information visit <https://www.isu.edu/career/>.

Once you have found a position, the department or college must complete the required paperwork 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 forms:

- The CPI Off-Campus Liability Agreement (signed by company representative).
- Certificate of Insurance (ISU shown as an insured party).

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

The Intern's Job Responsibilities

While on the job, the college, department, or organization will treat you as a regular employee. All college, department, or organization regulations, health and safety rules, and all legal requirements apply to you.

As an employee and intern, you are expected to act professionally. Be aware that you are also representing ISU and should behave accordingly. Unethical or undesirable conduct exhibited while on the internship assignment may result in dismissal from your internship.

Resume Building

CPI Interns should update their resumes to reflect the experiences and skills gained during the internship. Start with listing the organization you worked for and the duration of time. Then highlight the tasks and responsibilities that reflect the transferable skills noted in the previous section. You can do this 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:

ABC Organization
Career Path Intern

Aug to Dec 2021

- Conducted survey of students and faculty, using Mailchimp, to inform department decision-making
- Updated website and social media profiles to reflect feedback from student and faculty surveys
- Assisted in three fundraising events that brought in over \$15,000 for student scholarships
- Evaluated website traffic for a local small business or recommended layout designs that resulted in a 13% increase in unique visitors per month.

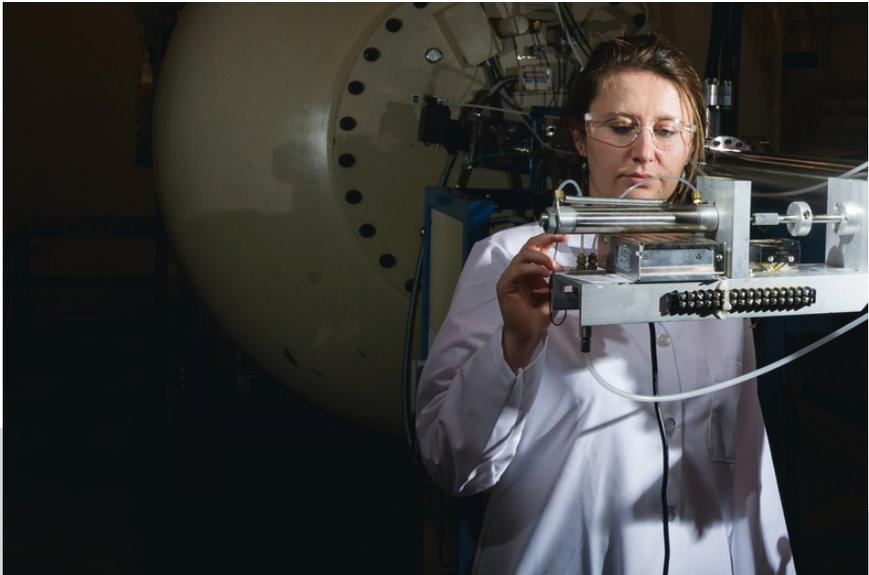
By properly updating your resume, you will be able to better illustrate the skills you obtained during your CPI Internship.

The Career Center is always here to help. You can schedule resume reviews on Handshake or by calling the Career Center at (208) 282-2380.

Goals and Learning Outcomes

We recommend that you meet regularly with your internship supervisor to create and track goals, projects, and learning outcomes of the internship. Defining your objectives early on will help you achieve a rewarding experience and fully understanding the expectations. 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 on 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 to express your ideas and listen attentively to others

- Presentations
- Interviewing Clients
- 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

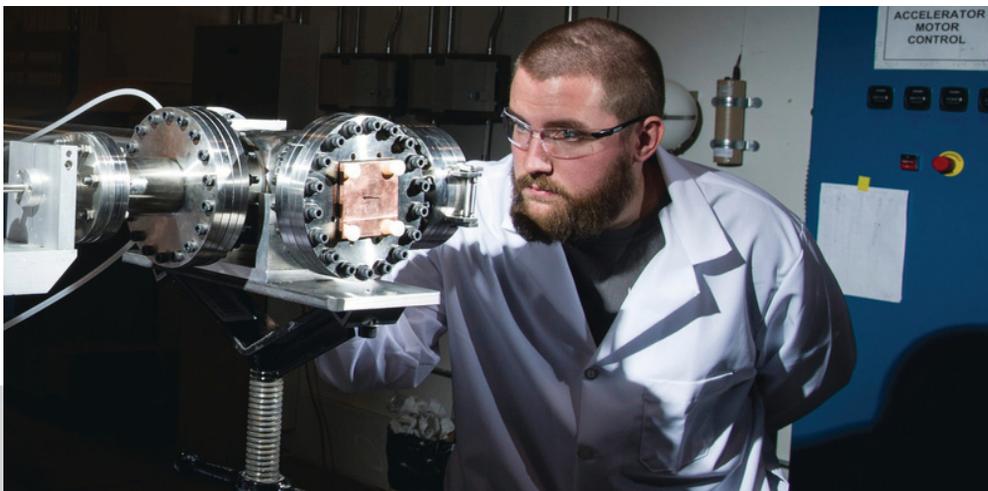
- Collaborative projects
- Tasks that require input/ feedback from other employees

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 the 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



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 – a measure of academic progress that is monitored by Idaho State University. For more information please visit ww.isu.edu.
- CPI Policies – 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, internships, 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 they are accomplishing their objectives, projects, and learning outcomes 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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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.

The CPI Office is located in the ISU Career Center on lower Pocatello campus above the museum.

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