**WOU Community Internship Program (WOU CIP)**

**Process and Expectations**

**Process:**

**1. WOU CIP Proposal to Approve Internship**

For an internship to be accepted into WOU CIP, supervisors must submit a proposal for review by the WOU CIP advisory committee. The proposal must indicate the purpose of the internship, learning objectives and activities, roles and responsibilities, and experience and qualifications desired.

Submit a Proposal online at: <http://www.wou.edu/slcd/faculty-staff/wou-cip/proposal/>

**2. Recruitment**

If the proposal is approved, the Center for Professional Pathways (CPP) office compiles the submitted information into an internship position description and posts the job announcement to Handshake. CPP handles the initial hiring process, including all application management, orientations, and screening interviews.

CPP refers top applicants to supervisors for final interviews. Supervisors are expected to notify CPP and all students they interviewed of their hiring choice.

**3. Payroll & Timesheets**

WOU CIP interns are paid the minimum wage rate of $14.20/hour from student worker funds and are held to the same policies and procedures as a student employee of Western Oregon University. Timesheets must be submitted electronically by the supervisor to CPP by 5pm on the 10th of each month.

**5. Internship Goal Development Agreement**

Interns and supervisors collaboratively complete an internship goal development agreement at the beginning of the term to determine goals, objectives, and timelines for the entire internship experience, which is reviewed and approved by CPP.
*\*Interns will have practiced SMART Goal setting at the orientation during their first week.*

**6. Internship Management and Mid-Term Performance Review**

Throughout the duration of the internship, supervisors and interns are expected to meet at least once a week for regular check-ins.

Interns are required to meet during the second half of each term with CPP to discuss skills-development, project workload, and identify opportunities for continued growth.

**7. Final Steps**

Supervisors are required to complete a final evaluation of the program to reflect on their experience and submit it to CPP. CPP is available to help interns reflect on their internship experience and articulate their accomplishments on their resumes and in interviews.

**Expectations:**

**Expectations of Supervisors**

1. Attend supervisor orientation led by CPP before the end of Fall term
2. Work with students to develop goals and objectives to be completed during the internship. Consultation will be provided by CPP staff.
3. Provide a work environment that allows students the opportunity to gain experience relevant to their major field of study and career interests.
4. Supply a safe work environment for students and inform the student and University of any possible unsafe conditions.
5. Present both students and CPP with policies and operational procedures that the student is expected to follow during the course of the internship.
6. Notify CPP of any poor work performance or problems.

**Expectation of Students**

1. Work on the days and times agreed upon with supervisors.
2. Follow the regulations and dress code of the office.
3. Maintain confidentiality of organization in which internship takes place.
4. Notify supervisor of planned absences before internship takes place.
5. Notify CPP should any problems arise during the course of the internship.
6. Attend professional development workshops (2 per term)
7. Meet with CPP during the second half of each term to discuss skills-development, project workload, and identify opportunities for continued growth.
8. Complete assignments, tasks, and final project associated with internship experience.

**Expectation of Center for Professional Pathways**

1. Participate in planning and evaluation regarding learning activities by jointly deciding on objectives with student and supervisor.
2. Notify students of obligations and monitor students’ compliance during the course of the internship.
3. Conduct intermittent individual contacts with students during internships to review student progress and professional growth.
4. Provide ongoing consultation and communication with supervisors.