



Student Internship Program

PROGRAM GUIDELINES AND INFORMATION PACKET

The Homer A. & Mildred S. Scott Foundation believes internships offer a crucial pathway to future employment and experience for the next generation of students, non-profit leaders, and volunteers. However, the budget of non-profit organizations and the universality of unpaid internships in the nonprofit sector often create financial hurdles for students. To benefit Sheridan College students and non-profit organizations in Sheridan County, the Scott Foundation is funding an internship program for non-profit organizations.

Sheridan College students are encouraged to apply for a paid internship with participating Sheridan County non-profit organizations. Student interns are eligible for employment during the academic school year. Internships offer a wide range of career building opportunities in areas including research, community outreach, public policy, communications, fundraising and social media. Job descriptions and work-related skills for each intern vary by organization. This program encourages motivated and highly qualified students to become more involved as employees, board members, volunteers, and donors.

Non-profit organizations and Student Intern opportunities are evaluated and approved one semester at a time. Students are not eligible to start until all paperwork has been completed, and the student and organization have been notified by the Sheridan College Foundation.

Students Benefits:

- Enhance job skills and enrich education.
- Strengthen and add experience to your resume'.
- Gain real world experience while getting paid.
- Broaden understanding of the non-profit sector.
- Networking for future opportunities.

Non-Profit Host Benefits:

- Assistance in achieving short-and/or long-term goals.
- Develop future volunteers, donors or staff.
- Create awareness of non-profits for future leaders.
- Be introduced to fresh perspectives.
- Networking for future opportunities.

STUDENT AND NON-PROFIT ELIGIBILITY/CRITERIA

This program is committed to the advancement of education. Students of all majors are welcome to apply. Previous non-profit experience is not necessary, but experience with or interest in community service is preferred. Host organizations and students must meet the following requirements to obtain an internship opportunity.

HOST ORGANIZATION RESPONSIBILITIES:

- Complete the *Student Internship Program: Non-Profit Host Application* and submit it to the Sheridan College Foundation c/o (sellis@sheridan.edu).
- If selected, supervise intern and record intern's work hours on the Sheridan College Time Sheet. Submit to the Sheridan College Foundation via email. (See directions listed in the COMPENSATION section).
- If selected, write a thank you note to The Homer A. & Mildred S. Scott Foundation and complete a brief student intern evaluation at the end of each semester. Please return to the Sheridan College Foundation Office.

HOST APPLICATION PROCESS:

- This program will limit each organization to two years of the student internship eligibility to benefit multiple non-profit organizations, unless program funds are available.
- Organizations are encouraged to re-apply yearly if program funds are available or new non-profit organizations have not applied.
- Any questions regarding applications should be directed to Stephanie Ellis, Sheridan College Foundation (GMB room 150) or 307-675-0700 or sellis@sheridan.edu

HOST SELECTION

- The non-profit organization will be chosen by eligibility and in the order of the date of application submission.
- Students will be matched to the non-profit organization based on the organization's needs and student's area of interest.
- If the non-profit has a student to recommend for an internship, they are to contact Stephanie Ellis sellis@sheridan.edu at the Sheridan College Foundation.

STUDENT RESPONSIBILITIES:

- Students must be currently enrolled; be in Good Conduct and Academic Standing with the college; and have a cumulative GPA of 2.0 or greater.
- Students must complete the *Internship Program Student Application* and submit it to Stephanie Ellis; at which time an interview will be scheduled.
- If selected, students must complete Sheridan College Human Resources student employment paperwork.
- If selected, students must write a thank you note to The Homer A. & Mildred S. Scott Foundation and complete an evaluation of the internship experience at the end of the semester. Submit both to the Sheridan College Foundation, which will be included in the S.C. Foundation's report to the Scott Foundation.

STUDENT APPLICATION PROCESS

- Applications are available from sellis@sheridan.edu, in the Sheridan College Foundation office (GMB#150), or online at sheridancollegefoundation.org.
- Completed student applications will be submitted to Stephanie in the Sheridan College Foundation office.
- Any questions regarding applications may be directed to: Stephanie Ellis, Sheridan College Foundation GMB room 150 - 307-675-0700 or sellis@sheridan.edu

STUDENT SELECTION

- When applications are received an interview will be scheduled.
- Students will be matched to the non-profit organization based on the organization's needs and student's area of interest.
- If the non-profit selects a student for the internship, they will contact the Sheridan College Foundation.

COMPENSATION

- Interns are considered Sheridan College student employees. Stephanie Ellis will assist the student with getting the Human Resources paperwork completed. Student employee paperwork must be completed before the intern can begin work.
- The Sheridan College Foundation will notify the non-profit host organization when the student is eligible to begin work.
- Students will be responsible for keeping track of their hours and getting their supervisor's approval on a manual timesheet. Manual timesheets will be emailed to Stephanie Ellis at the end of the pay period.
- Students will also enter their hours on NWCCD's Hub website at: Self-Service/Employee/Time Entry. The maximum number of hours a student may work for this internship program is 18 hours, total of 36 hours per pay period.
- The timesheet must be received for paychecks to be issued. Paychecks are issued each month on the 15th and the last day of the month, or the closest business day.
- Students are encouraged to have their paychecks directly deposited into a bank account or they can be picked up in the Sheridan College Human Resources office.
- The Homer A. & Mildred S. Scott Foundation Internship Program is administered through the Sheridan College Foundation and Sheridan College will be the Employer of Record. This means that Sheridan College issues the intern's paycheck and maintains the intern's personnel file.
- **Interns will be paid \$18 per hour. The interns are approved to work 18 hours per week, total of 36 hours per pay period.**
- **The Sheridan College Foundation pay interns \$10 per hour worked. The non-profit is responsible for paying the remaining \$8 per hour worked. The non-profit is eligible for reimbursement for their portion of the hourly wage paid. To receive reimbursement, the non-profit must submit a monthly invoice to sellis@sheridan.edu showing the intern's hours worked and wages paid. Reimbursement will be issued after the invoice is received and reviewed.**
- **Interns may work up to 36 hours per pay period unless additional hours are approved in advance by both the Sheridan College Foundation and the participating non-profit organization. If an intern works more than 36 approved hours in a pay period, the non-profit organization is responsible for paying the full \$18 per hour for all additional hours worked by the intern.**

Internship Contact:

Stephanie Ellis, Sheridan College Foundation

307-675-0700

sellis@sheridan.edu