



# Student Internship Program

## **PROGRAM GUIDELINES AND INFORMATION PACKET**

The Homer A. & Mildred S. Scott Foundation believe 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.

Sheridan College students are eligible to apply for a paid internship with participating Sheridan County non-profit organizations. Student interns are eligible for employment during the academic school year. To ensure student success the work hours will follow the academic calendar. Students spend the duration of the semester, excluding finals week, working with the participating non-profit organizations. Internships offer a wide-range of career building opportunities in areas such as research, community outreach, public policy, communications, fundraising and social media. Job descriptions and work related skills for each intern vary by organization. The program encourages motivated and highly qualified students to become more involved as staff, board members, volunteers, and donors.

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

Students will:

- Enhance their job skills and resume' content.
- Gain real world experience and earn money.
- Broaden their understanding of the non-profit industry.
- Demonstrate maturity and strong work ethic.

Non-Profit Organizations will:

- Incorporate a fresh perspective.
- Achieve short-and/or long-term goals.
- Discuss issues that align with the organization's goals.
- Advance students' success through mentoring.

### **ELIGIBILITY/CRITERIA**

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. This program is committed to the advancement of education, the paid interns and organizations must meet requirements to obtain an internship opportunity.

### Student Responsibilities:

- Student must be enrolled full-time at Sheridan College with a minimum of 12 credit hours and maintain a 2.5 GPA.
- Complete the Internship Program Student Application.
- If selected, complete student employment paperwork in the Sheridan College Human Resources Department.
- If selected, write a thank you note to The Homer A. & Mildred S. Scott Foundation and submit it to the Sheridan College Foundation.
  - Thank you notes are due before the first paycheck will be issued
- If selected, complete an evaluation of your experience as an intern for this non-profit organization, at the end of each semester.
  - Evaluations are due before the last paycheck will be issued each semester.

### Organization Responsibilities:

- Complete the Student Internship Program: Non-Profit Host Application and submit it to the Sheridan College Foundation
- Record interns work hours on the Sheridan College Time Sheet and submit them to the Sheridan College Foundation (see directions listed in the COMPENSATION section).
- If selected, write a thank you note to The Homer A. & Mildred S. Scott Foundation within one month of hosting the student intern. **PLEASE RETURN THIS TO THE SHERIDAN COLLEGE FOUNDATION**
- If selected, complete a brief student intern evaluation at the end of each semester.

## **APPLICATION PROCESS**

- Non-Profit Organization
  - Participating non-profit organizations will be notified of this host internship opportunity by the Center for Vital Community (CVC) and applications will be available at the CVC, the Sheridan College Foundation (SCF), or the SCF website, [sheridancollegefoundation.org](http://sheridancollegefoundation.org).
  - In order to benefit multiple non-profit organizations, this program will limit each organization to two years of the student internship eligibility 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.
- Student Interns
  - Student internship opportunities will be posted on the Sheridan College portal – both the student and employee site.
  - Applications are available at [sheridancollegefoundation.org](http://sheridancollegefoundation.org), or in the Sheridan College Foundation office, room 150 in the Griffith Memorial building.
  - Completed student applications will be submitted to the Sheridan College Foundation
  - Any questions regarding applications may be directed to:

- Dee Davis, Sheridan College Foundation GMB room 150  
307-675-0702 or deedavis@sheridan.edu

## SELECTION

- The non-profit organization will be chosen by the date of application submission and eligibility.
- Students will be matched to the non-profit organization based on the organization's needs.
  - ✓ Students will submit their applications to Dee Davis in the Sheridan College Foundation to schedule an interview.
- If the non-profit selects a student for the internship, they will contact the Sheridan College Foundation.

## COMPENSATION

Interns will receive \$10.00 per hour *maximum of 18 hours per week.*

- Upon intern selection, students must complete the student employee paperwork in the Sheridan College Human Resources Department. 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.
- The student will send those hours via email to their host supervisor.
  - Hours need to be reported by date – time in and time out.
    - Example:  
Feb. 1<sup>st</sup> 8:00AM - 1:00PM  
Feb. 4<sup>th</sup> 12:00PM – 2:30PM
- Host supervisors will check and approve the hours and forward them to the SC Foundation via email.
  - ✓ The timesheet must be received for paychecks to be issued. Paychecks are issued each month on the 15<sup>th</sup> and the last day of the month, or the closest business day.
    1. The timesheet must be submitted by the 17<sup>th</sup> of each month for the total hours worked from the 1<sup>st</sup> through the 15<sup>th</sup>.
    2. The timesheet must be submitted by the 2<sup>nd</sup> day of each month for the total hours worked from the 16<sup>th</sup> through the end of the month.
  - ✓ Late timesheet submissions will receive payment for hours worked on the next paycheck issued.
- Students may choose to have their paychecks directly deposited into a bank account or pick them up in the Sheridan College Human Resources office.
- **Student Interns are only compensated through this program during the academic school year and when the college is open. Refer to Sheridan College Academic Calendar and school closures. The calendar is located online at - [www.sheridan.edu/academics/calendar](http://www.sheridan.edu/academics/calendar).**

The Homer A. & Mildred S. Scott Foundation Internship Program is administered through the Sheridan College Foundation. Sheridan College will be your Employer of Record. This means that Sheridan College:

- Issues the interns paycheck.
- Maintains the intern's personal file.