

The Recruitment Initiative for Student Employees (RISE) The Internship Program

GENERAL INFORMATION

The RISE Internship Program is a powerful way for UW-Madison hiring units to make significant contributions to the development of RISE members while creating a pipeline of diverse talent. Internship partners gain access to UW-Madison students of color who are considering the university as a future employer. Internships provide meaningful experiences for RISE members that include comprehensive projects and ongoing professional development and support. Provided that participants are successfully matched with hiring units, upon completion of the internship, students will be offered a position at the university.

Purpose of the Internship:

- Promote the University of Wisconsin-Madison as an employer of choice and increase the number of underrepresented students who are hired into academic and staff positions at the institution
- Assist the campus diversity and inclusion performance through emphasis on recruiting underrepresented groups members
- Provide work experience and on the job training to university students
- Strengthen the UW-Madison campus through workforce planning efforts

Candidate Provisions:

- Students must be enrolled in a 4 year institution of higher education in Wisconsin
- Candidates must be a student during their employment as an intern and have 4 semesters or less of remaining coursework (junior or senior status)
- Students must be in good academic standing and not in probationary status with their school or college. In the event a student becomes subject to academic probation they will be disqualified from the candidate selection process or forced to discontinue the duration of their training
- If the student drops out of school before graduation the internship must be terminated
- Trainees will be selected through a competitive application and recruitment process
- Trainees selected for hire must attend an orientation prior to the start of their training

Timing/Duration of Internship:

- Six months up to two years. 26 weeks is the minimum number of weeks an intern must work before they can become eligible for a position at the university
- Trainees are not to exceed a work schedule of more than 20 hours per week unless it is during the summer semester or holiday break

Compensation:

- The minimum student compensation rate for the trainee is \$13.01 per hour. This is subject to annual change.

Eligible Titles

- Any classification that directly correlates to a student's enrollment in an academic institution that relates to their degree for training purposes. Examples include but are not limited to: Financial Specialists, Administrative Support, Accountants, UW Assistant Human Resource Managers, and IS Professionals.

GUIDELINES FOR PARTICIPATION

Partner Expectations

1. Provide ongoing professional development and support to participants. Delegate meaningful projects or assignments that can help them enhance core competencies that are needed to be successful in the workforce. We also expect that departments will look for ways to integrate interns into the daily functions and operations of the unit. Examples include:
 - a. Attendance at team meetings and external events;
 - b. Research for future projects;
 - c. Providing department mentors outside of the direct supervisor
2. Assess students' performance throughout the duration of the internship. Partners will formally evaluate a student's performance in writing every 90 days as well as complete a final evaluation

A copy of all evaluations should be submitted to the RISE program office. Outside of these evaluations, we expect that partners will informally communicate feedback to interns on a regular basis

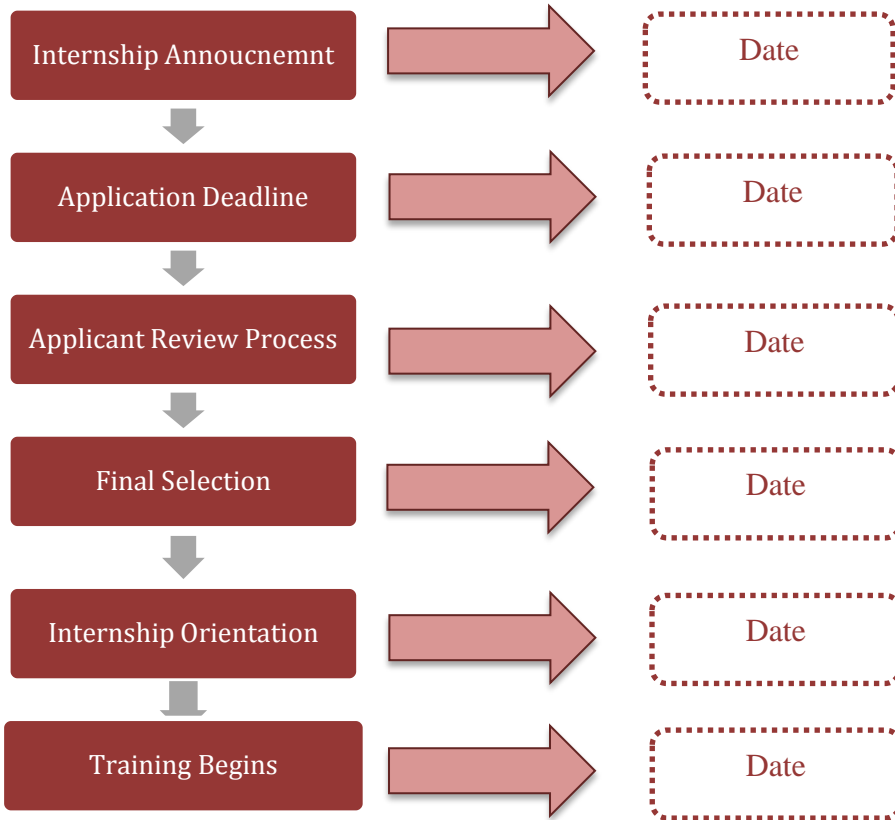
3. If the candidate is successful during the training program, we expect that he/she be considered for a position within the department

Internship Hiring Process

1. Employer to develop the scope of the internship including session, duration, hours, and training plan (feedback should be solicited from RISE)
2. Recruitment shall consist of announcements in our monthly newsletter, college and university placement offices, student organizations, and community based organizations. RISE will also promote the announcement through the program website and list serve.
3. The internship application process will be developed and distributed by RISE. Departments requiring submission of supplemental application materials must inform RISE prior to the announcement of the internship program
4. Departments will develop their own interview process and collaborate with RISE to choose the candidates they will interview and hire
5. The intern and unit manager will sign all applicable employment agreements
6. Employer to formally evaluate candidate in writing every 90 days
7. Upon successful completion of coursework, participation in at least one 26 week training session, and satisfactory performance, candidates will be offered a position at the university

TIMELINE + PROCESS

Launch Date: 2017



SUPPORT FROM RISE

Our goal is ensure that the partnership between RISE and employers are mutually beneficial. RISE will assist with the following:

1. Coordinating candidate applications for open internship positions
2. Delivering a training session to members prior to starting employment which covers basic office etiquette
3. Meeting with interns during the midpoint of their internship
4. Meeting with partners at least once during the duration of the internship session. RISE encourages partners to report feedback to the office throughout the process

EXAMPLE- TRAINING PLAN OUTLINE

Name of Trainee: _____

Name of Institution Enrolled: _____

Current Grade Status: _____ Expected Date of Graduation _____

Name of Training Department: _____

Name of Supervisor (s): _____

Training Period (90 day intervals)	Training Activities (Major Tasks/Projects)	Core Competencies To be developed	Appraiser Approver	Appraiser Date	Appraiser Rating
January 15th - March 15th	(1) Conduct research on competitors and present findings to team (2) Develop a social media plan for reaching students (3) Write and develop a newsletter for the department	(1) Research (2) Writing (3) Project Management (4) Marketing	John Doe, Senior Coordinator	March 30th	<u>(1) Exceeds Expectations</u> (2) Meets Expectations (3) Unsatisfactory
March 15th- May 15th					

By signing this agreement, your department agrees to adhere to the above listed 'guidelines for participation' as well as employing at least 1 intern per semester that this agreement is valid. Conversely, RISE agrees to provide support as outlined in the 'support from RISE' portion of this agreement.

Name of Department/Program: _____

Name of Department Sponsor: _____ Date: _____

Signature of Department Sponsor: _____ Date: _____

Name of RISE Sponsor: _____ Date: _____

Signature of RISE sponsor: _____ Date: _____