

Internship in a Box

NONPROFIT LEADERSHIP ALLIANCE



**Nonprofit
Leadership
Alliance**

Our World. Only Better.

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Internship in a Box

The CNP internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and nonprofit competency development in a professional setting. Internships give students the opportunity to gain valuable applied experience, demonstrate commitment and professional impact, and make connections in professional fields they are considering for career paths. This also gives employers the opportunity to guide and evaluate talent.

Creating an internship for an Alliance student does come with requirements, which we will walk you through in the following materials. Review these documents to learn the best practices in developing an internship program.

Laying the Foundation

An internship program that provides value to the student and outcomes for the nonprofit are likely to have these features:

1. The nonprofit has an **internship supervisor/mentor** who oversees the intern's daily work and also ensures that the training and accommodations prepare him/her for success. In addition to hiring the intern, the supervisor also ensure requirements from the partnering college or university are met.
2. Internships are more successful for the student and the nonprofit if they are **paid**. If providing a paid position is an obstacle, please read about stipend opportunities through the **Career Development Award Nonprofit Leaders Program** (Page 13).
3. The nonprofit **works with the college or university** to review requirements. The Alliance campuses all require a minimum of 300 hours with some wanting written work and outcomes for students to receive academic credit.
4. **Treat the intern as a staff member**. Write a job description, ensure they follow standard job applications and provide a dedicated work space. Invite interns to staff meetings, expose them to board meetings and give performance feedback regularly.

Examples of Internships

An internship consists of one full spring, summer or fall semester. To achieve the required hours, students usually work a minimum of 20 hours a week and up to 40 hours a week.

Alliance students traditionally complete their internships at the end of their senior year and are prepared in 10 core competencies:

- Communication, Marketing and Public Relations
- Cultural Competency and Diversity
- Financial Resource Development and Management
- Foundations and Management of the Nonprofit Sector
- Future of the Nonprofit Sector
- Governance, Leadership and Advocacy
- Legal and Ethical Decision Making
- Personal and Professional Development
- Program Development
- Volunteer and Human Resource Management

To earn the CNP, students require exposure to all competencies. Students should be tasked with strategic projects, such as developing a **new program**, building a **volunteerism department** or fine-tuning **membership recruitment** efforts. Using the internship contract, nonprofit organizations are asked to document how the student will gain exposure and directly apply 3-5 of the competencies.

Using Internships to Build Your Pipeline

Placement with Intention

There are endless needs in nonprofit organizations and simply not enough time to get them all done. Internship candidates are diverse in their skills and ambitions, so it is best to be open-minded when finding the intern's best fit. While you may have a project or program in mind, being able to listen to the candidate's strengths may lead you to creating new ways to produce the same outcomes. Internships should be a win-win for the student and the organization. Focusing on joint success is paramount.

Training Tips

Establishing the Relationship

Taking time on the front end to listen and getting to know your intern will pay off in the long run. The intern supervisor has a mentorship role and should create an environment where the intern feels free to offer ideas and questions without fear of rejection. As a mentor, listen with courtesy and tolerance to any views expressed, however absurd they may seem at first. Condescension, sarcasm, intolerance, and intellectual censorship have no place in this role.

Be Cautious: 'War Stories' Can Impede Progress

Your intern will ask many questions and, as a mentor, you may have answers. Before responding, ask yourself, "Does this answer the question and lead us to a solution, or will my story fall on deaf ears?" Interns will seek organizational history and have a drive to find solutions to age-old problems. Be thoughtful in your answers and open to the intern's feedback. If you do not have an answer, admit it, and then follow up once you find the answer.

From Intern to Employee

Providing an enriching internship experience now has the potential to provide your organization with competent, bright employees in the future. Invest in interns as you would a staff member, with your time and energy. When the internship comes to a close be sure to keep their contact information; they are the ideal recruits for your next position opening!

Get the Best Results

- Challenge your intern with projects that will help him/her think outside the box.
- Do not assume interns will know how your systems operate (email, databases and phones).
- Be honest and open to their ideas. Provide timely feedback and have an 'open-door' policy.
- Make them a part of the team. Introduce them to everyone and invite them to staff outings. The more integrated they feel, the more effective they will be!

Documentation Requirements

How Students Gain College Credit

At some of the Alliance campus partners, the required internship experience is a college credit course. These students are required to complete additional documentation throughout their internships to achieve college credit.

This will be evidence that the internship experience has provided a practical learning experience that complements classroom lessons. Students should be able to demonstrate that the internship has provided an opportunity for them to apply the knowledge and skills they have gained for a more promising career in the nonprofit sector.

Requirements may include:

- Periodic status reports
- A final report (see below for sample)
- Copy of the student's final timesheet signed by the internship site supervisor
- Copies of work products generated during the internship experience. Examples of these items include: letters, brochures, flyers, meeting minutes, pictures of events, etc.

Final Report Sample:

- *Length:* The final report is typically five pages long.
- *Content:* The final report should include the following items:
 - Brief description of the agency. The student may attach appropriate agency materials (brochures, annual report, and other documents relevant to the project or internship).
 - Functional and activity description and what the student learned. These should reflect the learning objectives in the initial learning contract, including the development, planning and implementation of a project.
 - Application of internship experience to coursework. What did the student learn in class that was relevant to the experience? What was similar to what was taught? What was different?
 - Description of the student's career and educational goals and a discussion of how this experience will help meet those goals.

If your intern has any of these requirements, he/she will make you aware and they will be outlined in the learning contract from the college or university.



Sample Position Description

Position Title: Intern

Location: Name and Location of your organization

Duration: Spring 20XX Semester / Summer 20XX Semester / Fall 20XX Semester. 25 hours/week for 12 weeks

[Notes: It is best if you list the duration in academic calendar terms. Internships could be 10-16 weeks, depending on how you would like to structure the hours.]

Job Description

General Functions

Write a paragraph summarizing the priorities of the position. In what department will the intern be working and what other professionals will be on the team?

Knowledge, Skills and Abilities

Degree requirements

Requirements of travel, commute if relevant

Communication skills, analytical skills and technology skills

Essential Functions

Outline the daily and/or weekly functions required of the intern and meetings he/she will be asked to attend.

Organizational Information

Include any organizational information that is required for other job descriptions. This position should be held to standard staff expectations, and measurable outcomes should be established. If this position has flexible hours to help the intern meet other student requirements (volunteer work, Greek life, etc.), consider listing your flexible schedule options to broaden your applicant pool.

How to Apply

List the method for application; interns will be prepared to send a cover letter and resume to a contact listed.

Position Closes

List an exact date. If you happen to extend the deadline and keep a position open longer, make sure you update the closing date on any job postings.



Sample Campus Learning Contract Nonprofit Leadership Alliance

Student _____ Organization _____
Internship Supervisor _____ Position _____
Site Address _____ Site Phone _____
Instructor of Record _____ Semester _____

- I. **Description of the Organization.** Please include mission, staff size, target client description and any other pertinent information.

- II. **Student Profile.** Briefly discuss the student's current career/education status, including experiences as a volunteer or paid staff member with nonprofit organizations. Identify classes the student has successfully completed within the academic program and core requirements within the Nonprofit Leadership Alliance Certified Nonprofit Professional (CNP) program.

- III. **Educational Plan.** This portion of the educational contract should be discussed and agreed upon with the internship supervisor.

The following are the educational goals that the internship is expected to accomplish.

1. Test theories, concepts and philosophies relevant to nonprofit management.
 2. Test skills in management, supervision and leadership.
 3. Engage in self-evaluation, and assessment of the internship agency, as well as the nonprofit field.
 4. Establish positive interpersonal and professional relationships.
 5. Observe and develop the values and ethics common among nonprofit professionals.
 6. Develop, plan and implement an internship project.
-
- A. Identify three learning objectives for this internship course. These objectives should be related to the student's educational and career goals and should describe what he/she specifically wants to get out of the internship experience.
 - 1)
 - 2)
 - 3)

 - B. Describe the internship's functions and specific activities or tasks that will allow the student to reach a better understanding of the Nonprofit Leadership Alliance core competencies for the CNP credential:
 1. Communication, Marketing & Public Relations
 2. Cultural Competency & Diversity



3. Financial Resource Development & Management
4. Foundations & Management of the Nonprofit Sector
5. Future of the Nonprofit Sector
6. Governance, Leadership & Advocacy
7. Legal & Ethical Decision-Making
8. Personal & Professional Development
9. Program Development
10. Volunteer & Human Resource Management

IV. Employment Details.

Work schedule (days and hours)

Holiday and sick leave arrangements

Other requirements/arrangements to be made

Compensation

V. Evaluation Procedures.

The student will submit a written status report to the Instructor of Record after each 100 hours completed. The first two reports will be a narrative description of the activities in which he/she has been involved, what he/she is learning through the experience and any questions the intern has regarding the experience or the sector. The final status report will be a reflective paper covering the complete internship experience and how it has contributed to the student's educational goals. (See detailed description of final paper.) Students are also encouraged to contact the Instructor of Record immediately if any problems arise.

VI. Agreement.

I (student) _____, agree that it is my intention to complete this internship to the best of my ability according to the outlined guidelines and procedures.

(Student) (date)

(Supervisor) (date)

(Alliance Campus Director) (date)

(Instructor of Record) (date)

Sample Intern Orientation Checklist

Before Arrival

Send the intern:

- Directions and/or a simple map to the facility
- Dress code expectations
- Instructions for arrival on the first day (name and phone number of supervisor, where to go first, map of facility)

Have Ready for the Intern

- Dedicated computer and work area
- Onboarding/training agenda
- Assigned telephone extensions and training in using the phone system
- Security cards/codes and written procedures (if applicable)
- New-hire paperwork (if applicable)

Upon Arrival

- Introduce to other staff in the building
- Orientation to his/her workspace
- Review onboarding and training agenda
- Review of organization's strategic plan, mission, vision etc.
- Review of organizational chart
- Review security and emergency procedures

Facility Tour

- Cafeteria or break room, restrooms
- Resource room – printer, paper, office supplies
- Program space, if applicable



Host Site Final Evaluation

Intern Name: _____
 Supervisor's Name: _____ Title: _____
 Email: _____ Phone: _____
 Organization: _____

Please rate the intern in each of the areas listed below.

	Poor	Average	Below Average	Above Average	Excellent	
Dependability of student intern	1	2	3	4	5	NA
Ability to work with others	1	2	3	4	5	NA
Ability to take directions	1	2	3	4	5	NA
Ability to work independently	1	2	3	4	5	NA
Professional attitude	1	2	3	4	5	NA
Appropriate attire	1	2	3	4	5	NA
Decision-making skills	1	2	3	4	5	NA
Problem-solving skills	1	2	3	4	5	NA
Communication skills	1	2	3	4	5	NA
Organizational skills	1	2	3	4	5	NA
Timeliness of work	1	2	3	4	5	NA
Quality of work	1	2	3	4	5	NA
Time management skills	1	2	3	4	5	NA
Overall success of internship	1	2	3	4	5	NA

Additional comments:

Supervisor Signature: _____ Date: _____