

PPPM Internship Program: Community Partner Posting Form

Internship Posting Form - PPPM Internship Program

Thank you for your interest in posting an internship with the PPPM Internship Program. Internships provide students with relevant and meaningful learning opportunities that contribute to their academic and career development. They also provide our community partners with academically trained students who are eager to learn and accomplish real-world projects and tasks.

This survey is designed to capture your initial ideas and plans so we can work together to create a posting that aligns with the PPPM Internship Program requirements. Please complete each field to the best of your ability, and one of us will follow-up with you to finalize the structure and details of the internship.

We look forward to working with you!

Julie & Katie

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Name and Contact Info for Person Completing this Form

Organization & Supervisor Information

Organization Name

Location Address

City, State, Zip	<input type="text"/>
Website	<input type="text"/>
Internship Supervisor	<input type="text"/>
Title	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>

Please provide a brief summary/description of your organization and department.

What is the position title for the internship (e.g., Community Engagement Intern) and how many openings do you anticipate?

What is the timeframe for the internship? (select all that apply)

- Winter Term 2025 (January 6 - March 14)
- Spring Term 2025 (March 31 - June 6)
- Summer Term 2025 (June 23 - August 29)
- Selected Term (above) with the option to extend if mutually agreeable
- Other, please describe:

What are the anticipated hours/week for the internship? Will the intern need to follow a specific schedule? If this is a multi-term internship, can the student change their schedule in subsequent terms? (Note: internships must average at least 9 hours/week for a 10-week academic term, or 90 hours total.)

How much will you be offering to pay the intern and will it be hourly or stipend? (Suggested minimum pay is \$15/hour or equivalent stipend.)

- \$15/hour
- \$1,350 stipend per term for 9 hours/week internship
- Higher hourly rate due to complexity or scope of internship, please describe:
- Higher stipend due to complexity, scope, or required hours for internship, please describe:
- Other, please describe:

Describe your current internship ideas (this can be a bit of brainstorming). Include area(s) of the organization the intern will be exposed to or work in, specific projects or initiatives the intern will a part of, and your vision of what you'd like the intern to accomplish.

Which of the following [Career Readiness Competencies](#) can the student expect to develop or strengthen as part of the internship experience?

- Career and Self-Development
- Communication
- Critical Thinking
- Equity & Inclusion
- Leadership
- Professionalism
- Teamwork
- Technology

Considering the Career Readiness Competencies you selected above, how would you describe the student learning goals for this internship? What specifically will the student gain from the experience or be able to say they know how to do because of the internship? After the internship concludes, what will the student be able to add to their resume?

What tasks and responsibilities will the student undertake to support them in achieving the learning goals you listed above?

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Please list any other tangible outcomes for the student as a result of this internship (e.g., clear deliverables, presentation opportunities, work products, measurable skills).

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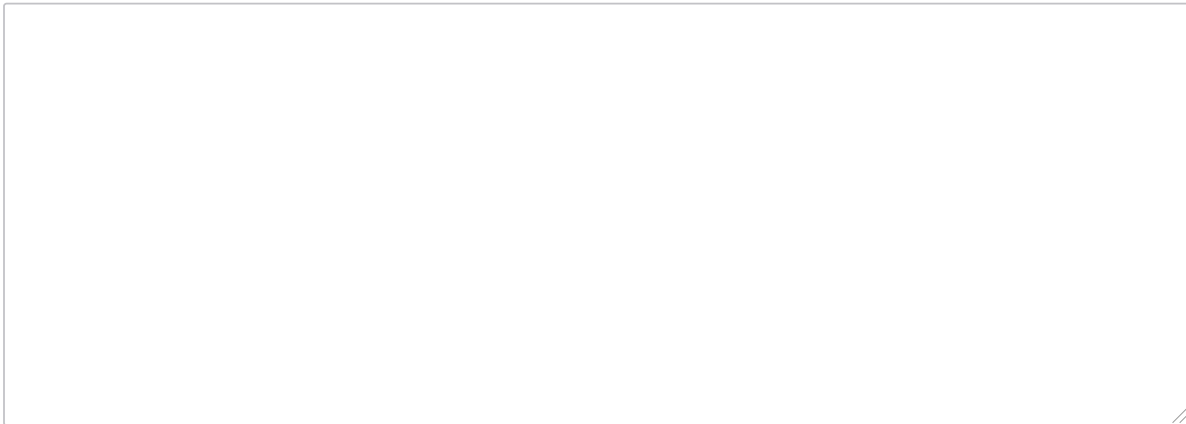
Describe the intern's on-site workspace. What equipment and resources will be available for the intern to complete assigned tasks and responsibilities?

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Describe the planned supervision and mentoring structure for the intern. How will the student's questions and learning be addressed throughout the term?



What is the plan for training and onboarding the intern? Include any required trainings such as HIPPA, FERPA, or cybersecurity.



How will the intern be integrated as part of the organization? Note any team building opportunities, events or meetings that will include the intern, and other plans to help the intern feel like a valued part of the group.

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Describe available opportunities for the intern to network with professionals. This might include networking within and outside of the organization.

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Is the internship entry-level? If not, what specific skills and knowledge will be required? If this is a student's first college-level internship, how can they articulate required skills and knowledge (e.g., lived experience, transferable skills)?

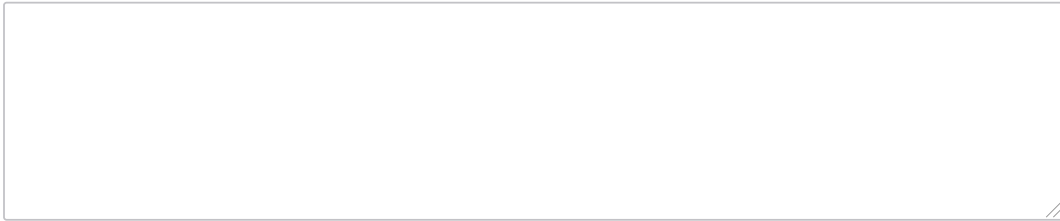
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Are there any other requirements not previously mentioned? This might include travel, an evening or weekend event, or other things the student should be prepared for as part of the

internship opportunity.

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Please describe the application procedure (e.g., email resume and cover letter to internship supervisor) and deadline. We suggest a deadline within 1-2 weeks of the internship being shared with students. You may also specify a date for first review and then note the internship will be open until filled.

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