

SCiP

Serving Communities
Internship Program

SCiP Workshop Booklet

Planning for your Interns

Presented by:



In collaboration with:





Objectives

In this resource book, we'll be exploring some tools that can open new possibilities in terms of involving students in your organization. There are endless ways to incorporate interns into your projects that will help your organization deliver great programs and services. It is important to really take the time to understand an individual's motivations for wanting to intern with your organization *as well as* how you match those motivations with the work that is required to get done in your organization – to deliver your mission.

This resource endeavours to address four key areas:

1. Have a better understanding of SCiP
2. More clearly understand intern motivation
3. Identify new projects and intern roles in your organization
4. Have written an intern role to take back to your organisations

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Once upon a time... a brief history of SCiP

for the students, by the students... SCiP came from the Alberta Students Executive Council as a line in their policy document that called for more support for students debt. Meetings with ministers and other stakeholders showed interest for the idea, but no concrete plans to put the program into action

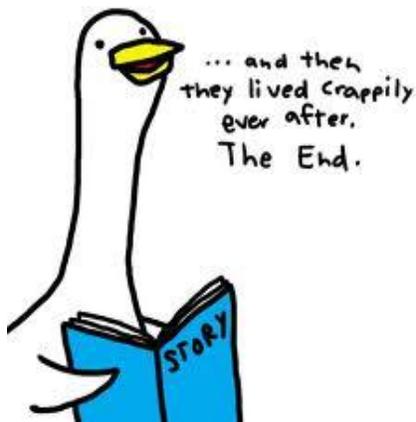
networking magic... at a speakers event hosted by Volunteer Alberta, VA connected with the students promoting the program that would become SCiP

gaining traction... Volunteer Alberta worked with students to create a proposal that was accepted by Alberta Enterprise and Advanced Education

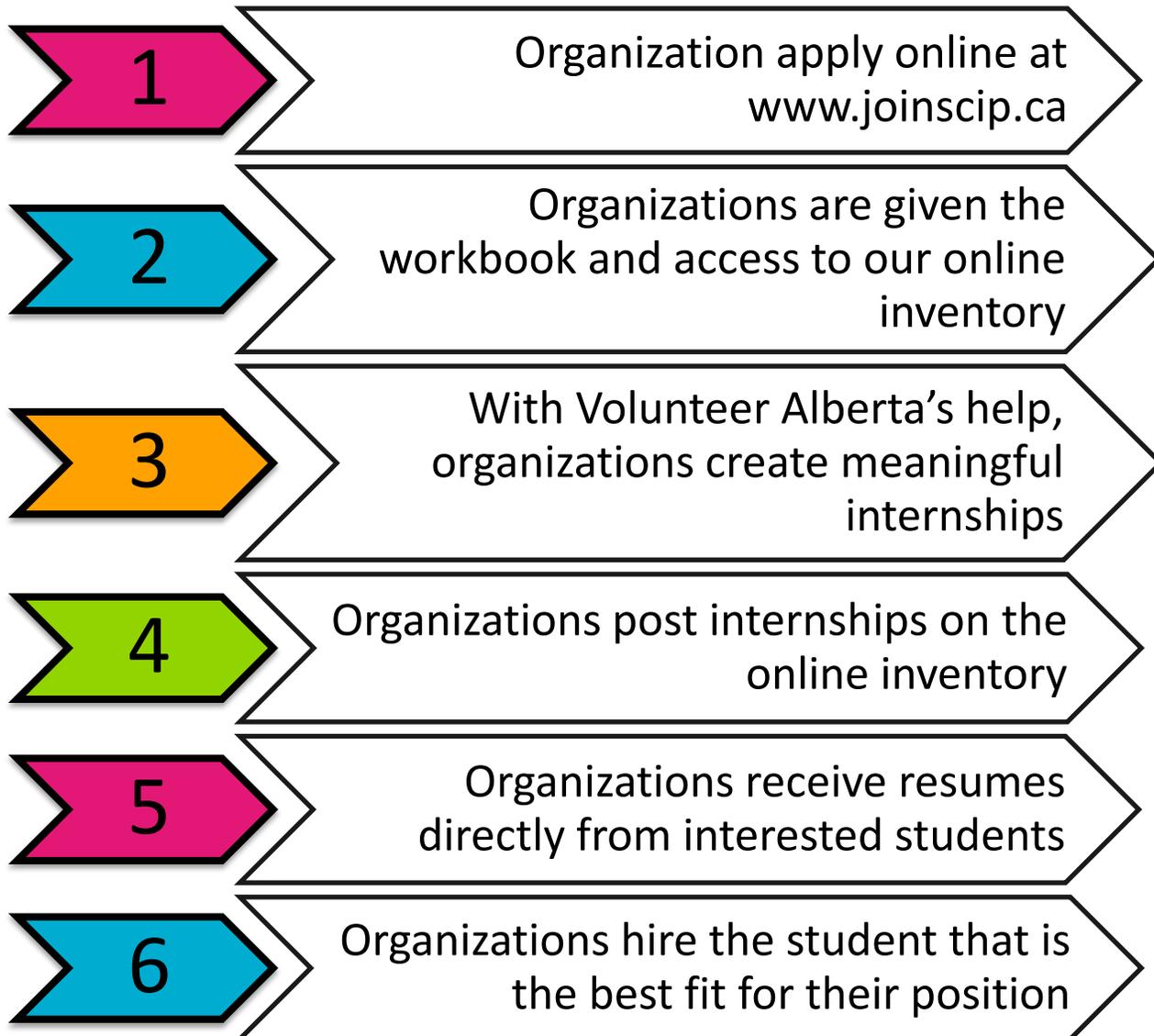
the big day... SCiP was launched on May 30th 2011 at the Don Wheaton Downtown YMCA in Edmonton by Premier Ed Stelmach. The program is currently in the second year of a 3 year pilot project that will eventually reach 1000 internships in the 3rd year. In the first year, Volunteer Alberta and

and this is where you come in... by being here, you've probably already seen the potential of SCiP in your organization.

In its first year, SCiP filled over 350 internships in 140 different organizations across Alberta.



6 Steps to Success





Some Common Questions

How do I register?

There is a button on the home page, www.joinscip.ca that links to the registration form. Make sure your organization is eligible before registering. If you have any questions about your organizations eligibility, please contact us at scip@volunteeralberta.ab.ca.

Once you've filled out the registration form, your application will be reviewed and a confirmation email will be sent to you with further instructions.

Where to I access the online inventory?

There is a link on the front page of www.joinscip.ca

How many internships can I post?

Your organization can have as many internships as it wants.

Can I advertise my positions to my personal networks/on my organizations website or newsletter?

Please do! Encourage interested students to apply for the SCiP program, then to apply for your position.

I already have a student in mind for my internship, do I still have to post it in the inventory

Yes, because it is a contractual obligation for all internships to be advertised in the inventory. You get to choose which intern you hire.

What happens when I hire a student?

Once you hire a student, please fill out and sign the Letter of Agreement (template in the workbook that was sent to you when you were accepted into SCiP and is also available in the resource section of the website), then forward a copy to Volunteer Alberta.

Also, mark your position as filled in your online account so that you don't keep receiving resumes



What is an Intern?

When you think of an intern, what first comes to mind? Do you conjure up images of overworked university students making photocopies, getting coffee, and scurrying around in an unending rush? Or have you had a different experience with interning? In order to understand how to engage interns effectively, it's important to understand what exactly it means to be an intern. Please use the questions below to reflect on the role of interns.

What does 'intern' mean to you?

Who is an intern?

Which words comes to mind first?

What is an intern's role?

What kind of picture did you paint of interns and internships? Is your image negative or positive?

At SCiP we see internships as an opportunity for learning and development, an opportunity for organizations and leaders in Alberta's nonprofit/voluntary sector to provide guidance, direction, and mentorship to students. SCiP sees interns as more than just "free labor." Interns have skills to contribute to your organization and should be engaged meaningfully in roles that utilize those skills.

In the end, everyone wins. Students get real-world experience and get to contribute their skills to a community organization, and your organization gets to benefit for your intern's skills to move your mission forward.

Who are the Millennials?

As the previous exercise indicates, it is important to understand what exactly being an intern means. Likewise, knowing the people who will likely fill your internships is important. You'll get better quality and a higher volume of work done by your intern if the roles speak to their motivations and strengths, and in the end your organization will benefit from their contributions.

This is the profile of the majority of interns who will come to your organization. What do we know about them? Do you currently work with Millennials?

Who are the Millennials?

(born between late 1970s – early 1990s)

Key Events	Born in a truly high tech society Civic minded. Wired for collaboration/team work. Educated.
Key Values	Work life balance, confidence, social commitment, comfort with technology, networking, realism, time management.
Work Focus	Focused on contributing their new perspectives and ideas. Making a difference.

If you've heard or read anything about Millennials or Gen-Y, you might have come across descriptions of the group as selfish, entitled, and lazy. However, this is often a mischaracterization based on differing values and priorities between different working generations.

Gen-Ys desire to be part of organizations with causes or aims they believe in; with socially, environmentally, or economically responsible practices; and to work in collaborative office cultures are

seen by other generations in the work place as being demanding and self centred. But, when an organization successfully incorporates Gen-Ys into their workforce, it can greatly benefit from their enthusiasm, confidence, and up to date skills and knowledge.

Additional Reading:

[Gen-Yers Require Care and Nurturing](#) by Rick Spence
(Financial Post - Jul 2, 2012)

[Attracting Generation Y Employees](#) by Abbas Kazi
(Small Business BC - Jun 1, 2012)

[Gen Y Seeks Responsible Employer Who Listens](#) by Virginia Galt
(The Globe and Mail – Nov 18, 2011)



Planning for People

Now that you know who your interns are, let's take that information and talk about planning for interns at your organization.

Planning internships and supervising interns takes time. While ultimately interns can save you a lot of time while also increasing productivity and helping you meet your mission, it is important to manage your own time, so everyone is as effective as possible.

How do you spend your workday?

Let's shift our focus to thinking about how you spend your time planning, doing, and supervising. Let's start by thinking how you and your managers – those who supervise others – spend time at your organization. Imagine you only have three categories in which to allocate your time.

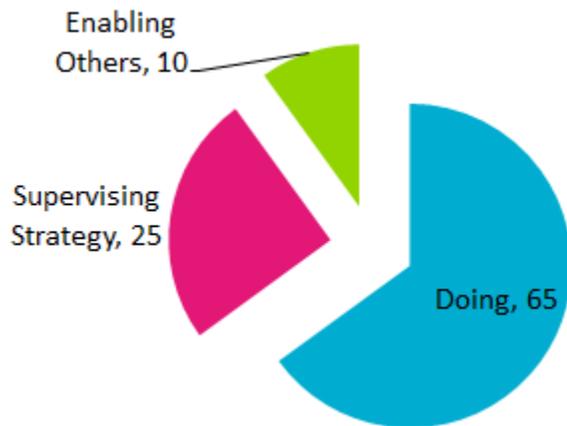
- Time to supervise or enable other to do work
- Time to do work
- Time to strategize (organizational strategy or project strategy)

How much time do you normally spend on each of these? Reflect on your role and mark it down below as a percentage.

Time to supervise or enable other to do work _____
Time to do work _____
Time to strategize projects _____



Is this what your typical workday looks like?

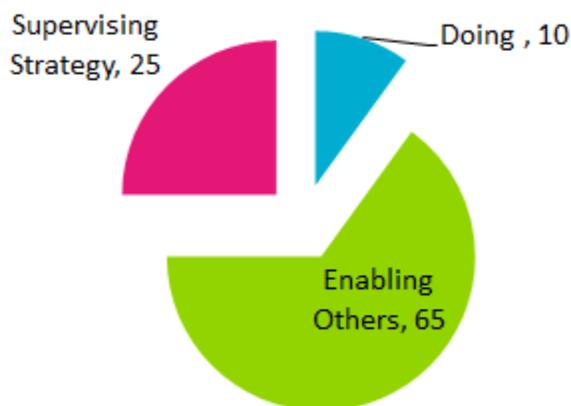


Maybe the percentages are a little different, but we're betting that you spend the majority of your time doing. This is what we see in typically in nonprofit/voluntary sector organizations, especially small organizations.

We've all been in a situation where it's easier just to do the work ourselves than take the time to explain it to someone, even though we know we could get more done with more hands on deck. The key is planning. Putting in a little bit of work

ahead of time – preparing the interns role, knowing their duties, orienting them to the role and organization – will make the process of hiring and supervising an intern run far more smoothly, and far less time consuming.

How could you be spending your workday?



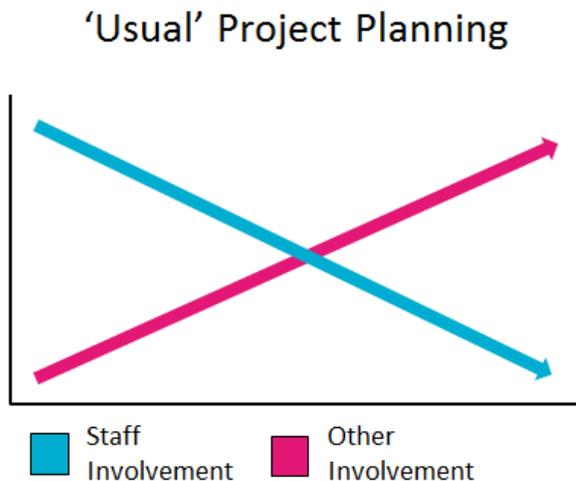
In this model, instead of doing all the work yourself, you get work done THROUGH others. Meaning that managing your people – LEADING your people – is how you get the work of your organization done. You are a catalyst for the work, not the do-er of it. Enabling others means preparing for people to come to your organization – writing position descriptions – and empowering people to get the work done – orienting them, giving them ownership over their work, and

recognizing their contribution through ongoing support and encouragement.

Overwhelmed? *Start small* – instead of getting overcome thinking about how to apply this to your whole role, think of how this can be applied on a smaller scale to the management of your intern. What parts of your job can you shift from something you do, to something you can enable an intern to do as part of their role, freeing you up for more high level work and strategy?

Project Planning

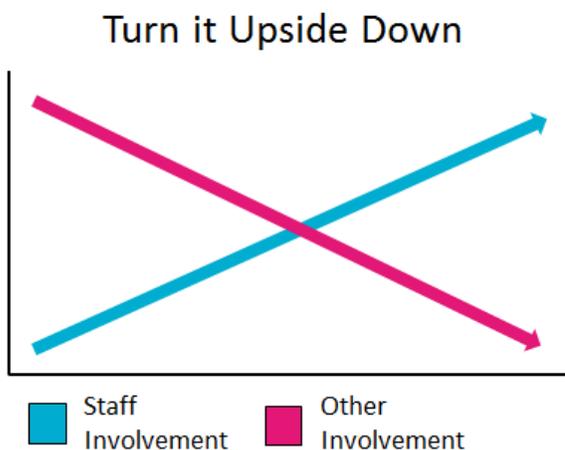
Involve interns is during the planning stages of a project.



Typically, it is paid staff that are heavily involved in the planning process, with unpaid personnel being brought in during the execution phase.

For instance, a charity might organize a run/walk to raise funds, and only involve unpaid staff on the actual day of the event in various, unskilled roles.

But, the planning stage of any project or event is a great place to involve interns. Maybe it's because there is a large amount of work that an intern can benefit from participating in, or because your organization is undertaking a project that requires outside expertise.



Instead of paying for a consultant or not taking on projects because there isn't already a specific skill set in your organization, involve an intern or two with specific knowledge to help get the project off the ground. Even in a higher level capacity, as the program is open to graduate and professional students with even more specialized skills.

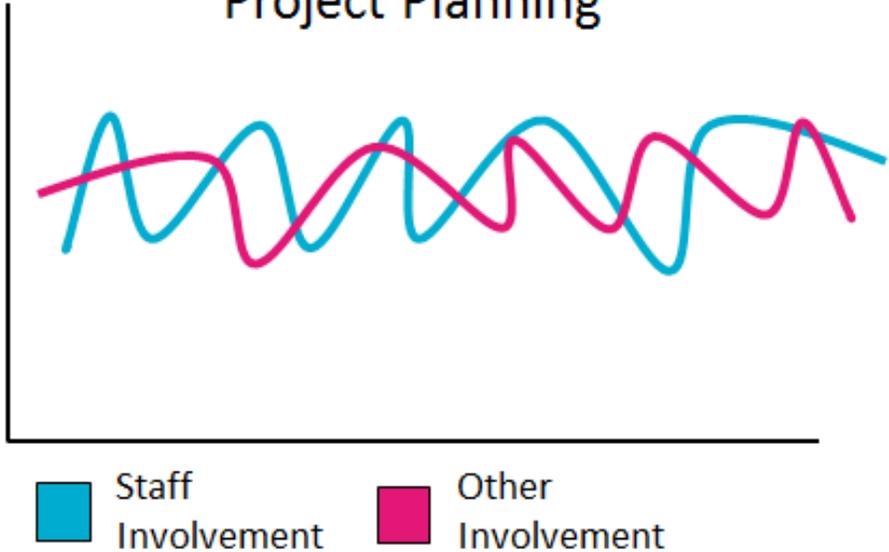
In this model, your organization involves outside expertise at the planning stages, while the paid staff are more heavily involved in the execution of a project because they are with the project for a longer time period. Or, even better...



Involve interns at every stage of the project.

Projects have different stages, from strategy and planning to logistics and execution, and likely you could involve an intern at every point. Involving students for their expertise and knowledge will only help your organization deliver better programming and better meet your mission, not only because you can take your projects further than you thought, but giving pieces of your projects to interns frees up your time for more high-level, strategic work.

Completely Rethinking Participation in Project Planning



The point here is that it's about the project; it's about the skills available and the skills that you can access through interns. Don't always assume you need to follow the "typical" model. You want a blend. Outside expertise can be involved all along the process at any point where it is appropriate and helpful.

What's the Big Idea?



Considering everything we've covered up to now, let's discuss your ideas for involving an intern in your organization. Have your ideas changed since the start of the workshop? In what way?

Time to brainstorm the ideal project for an intern, which also delivers your mission. Even if you have come today with a project and role in mind, have you considered how it fits with intern motivations? Or what the learning opportunity is for the intern? Is the role you created one that is finite with a clear beginning and end? What is your organization getting from the internship? Could the role be enhanced so both you and the intern benefit even more?

Take this brainstorm opportunity to update your idea to ensure these questions have been taken into consideration. Write your ideas below. Include the role of the intern, possible responsibilities and deliverables that positions might have, and how you and your intern will benefit

Role:	
Deliverables:	<ul style="list-style-type: none">•••••
Benefits:	For you: For your intern:



Pen to Paper

Now that you have your positions in mind, let's look at what goes into a SCIP internship description.

Description

Briefly describe the mission of your organization. This is not meant to be an exhaustive list of programs and services, but a few sentences telling potential interns what your organization is all about. In the last couple of sentences, link the position you are advertising to the mission of your organization.

It is important that your internship links to the mission of your organization. Not only will your internship be more attractive to potential interns, the work of the intern will more greatly benefit your organizations than a position based on busy-work.

Ideal for Someone with Coursework in

- Ask for certain programs or coursework that relate to your internship instead of particular experience – the interns are still students, after all!
- Check out the resource section of the website for a list of programs we've put together to help you fill out this section. We've listed all programs at each of the 26 qualifying school for easy reference.

Some Special Skills Required (optional field)

- Use plain English – avoid the use of jargon or sector language.
- If certain technical knowledge is required for your position, list that here. Be specific if necessary (ex: experience with WordPress required) or more general if you have the flexibility (ex: experience with Content Management Systems for websites required)
- This field is only for *specific, required* skills, which the internship could not be completed without



What We Will Accomplish at the End of the Internship

- List the tangible outputs you expect and list them out individually, the easier it is for the student to understand what is expected, the more likely they are to apply.
- It's important to have a well thought out plan of what you'll have your intern do, but here is not the place to list every detail.
- Instead, give students an idea of what they will be working towards – new website/ marketing collateral/ planned and completed event/ volunteer handbooks/ compiled research to name a few – and who they could be working with – in a team/with the executive director/mostly independent.

Time Commitment:

Time commitment is no longer listed on the internship postings. Now, all postings indicate that the internships are part-time and exact time commitments are negotiated between the student and the intern. We have made this change to encourage students with the right skillsets and education to apply to your postings.

However, this doesn't mean that time commitment shouldn't be considered beforehand. We encourage you to have an idea of what you expect going into the internship. Remember, it is important to be flexible around the academic commitments of your intern.

The best time commitment is no time commitment. Timeline-based projects allow space for the intern to do the necessary amount of work, without watching the clock. If you chose to go this route, indicate to the student that there will be weekly/twice monthly/etc. progress meetings so the potential student knows that there will be support along the way.

If you chose to go the hourly route, indicate an hourly range that would be expected per week/month/etc., whether or not these hours would have to be completed during regular business hours or on their own time, and if they will have to come into the office or can work from home.

If there are any set-in-stone times or dates that the student would be required to be available, mention them here: board meetings/other meetings, events, etc.

1 short paragraph maximum



Serving Communities
Internship Program

Internship Role Description Template

This is a template for you to use when creating your postings. We recommend you write your postings out using this template and save them on your computer before posting.

Description

Ideal for Someone with Coursework in

-
-
- Or related

Some Special Skills Required

-
-
-

What We Will Accomplish at the End of the Internship

-
-
-

Time Commitment: