Generating knowledge and best practices in public and nonprofit management

RU-Ready for a Virtual Internship
April 30, 2020 – 3:00pm
AGENDA

- Welcome
- Chat-Box Check-in
- Introductions
- Presentation
- Remarks
- Q & A from Participants
- Closing Remarks
INTRODUCTIONS

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Rutgers SPAA

- Founded in 2006
- 13th in Public Management and Leadership by U.S. News & World Report
- 15 degree and certificate programs
- 6 research centers and institutes
- 25+ full-time faculty
- 5 National Academy of Public Administration (NAPA) Fellows
- 1700+ alumni
- 500+ graduate students
- 300+ undergraduate students
**Undergraduate (BA) – 4 crs.**

- Currently Enrolled in Semester
- Complete 12 credits – TR
- Complete 24 credits – FY
- 2.000 - Good Academic Standing
- Completion of Major Courses
- International Students (F1/J1)*

**INTERNSHIP REQUIRED FOR GRADUATION**

Complete 150 hours
Register for Service Learning Course
Student/Supervisor Complete Questionnaire
Register on Handshake Platform
Attach Resume
Attach Job Description/ Offer Letter
Submit Mid-semester & Final Evaluation

**Graduate (MPA) – 3 crs.**

- Encourage for pre-career and career-changing students
- Limited to one 3-credit internship
- Must be related to student’s concentration
- International Students (F1/J1)*

**INTERNSHIP NOT REQUIRED FOR GRADUATION**

Submit Completed Questionnaire
Questionnaire must be approved by site supervisor, faculty supervisor, and MPA Director
Submit work plan, learning goals
Complete 150 hours
Submit mid-semester and final evaluations
Submit a 10-20 page research paper

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“When do you need interns the most?” – 55% year round
REGISTRATION RESPONSES

How did you hear about this event - Email: 65%

Number of Employees – 0 - 25: 58%

Type of Organization - Nonprofit: 60%

Had more than 1 intern within the last year: 63%

Have established internship policies: 63%

Compensation - Unpaid: 48%

Had a SPAA Intern: 38%

Had a Intern: 75%
RU-Ready 4 a Virtual Intern

Is your organization prepared to host a virtual/remote internship? – 66% - Maybe

Definitions/Descriptions:

Internship - is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent. www.naceweb.org

Virtual/Remote Internships - are internships done entirely via email, online, chat, or phone. Remote internships are easier to fit into a students’ schedule.

Virtual internships:

- Require Planning
- Learning Outcomes and Goals
- Deliverables and Deadlines
- Clear Expectations
- Constant Communication

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1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.

2. The skills or knowledge learned must be transferable to other employment settings.

3. The experience has a defined beginning and end, and a job description with desired qualifications.

4. There are clearly defined learning objectives/goals related to the professional goals of the student’s academic coursework.

5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.

6. There is routine feedback by the experienced supervisor.

7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

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“In order to hire a qualified intern/employee, what skills should they possess?

1. Skill sets should be aligned to job description, tasks, assignments, and projects
2. Interview is ESSENTIAL
3. Provide examples of when skill sets are required
4. Feedback should be provided in weekly meetings, check-in’s or updates

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PLANNING = SUCCESS

Choose the best platform: ZOOM, WebEx, Google, Microsoft Teams, Skype, GoToMeeting

Appoint Designated Person: Director; Program Asst. Coordinator, or Manager; Chief Clerk

Detailed Job Description: Projects, Timeline, Supervisor, Deliverables, & Deadlines

Communication: Interview, Weekly Check-in, Feedback, Mid-point Check-in, Guidance, Mentor

Schedule Training/Orientation/Introductions: History/Culture of Organization

Incentives: Hourly Rate, Lump-sum Stipend, Travel Expenses, Letters of Recommendations

Evaluations: Pre- and Post Assessment, Mid-point and Final Evaluations, Student, Supervisor, Organization

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Q & A

Resources:

- Twitter - @RutgersSPAA
- LinkedIn – Rutgers School of Public Affairs and Administration
- Facebook – Rutgers School of Public Affairs and Administration - SPAA
- Dept. of Labor Internship Guidelines - https://www.dol.gov/agencies/whd/fact-sheets/71-flsa-internships