Kemper Foundation Undergraduate Sustainability Internship
At Willamette University
Summer 2014

With funding from the James S. Kemper Foundation, Willamette University will fund six summer internships at for-profit businesses during summer 2014. Willamette University undergraduate students selected for internships will be provided a $4,000 stipend.

This document provides instructions for businesses to develop and submit a complete internship description by March 24 in order to be considered. More information about the opportunity, including timeline, process, and required and preferred internship qualities, can be found here:

http://willamette.edu/about/sustainability/internships/index.html

Please direct questions to:

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Director
Willamette University Sustainability Institute
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Completing and Submitting an Internship Description
Please follow the instructions below when developing your internship description, which should be completed by or in consultation with the supervisor who will work directly with the intern. If possible, please have your final description reviewed by a company internship program manager for consistency with internal policy prior to submitting. Please submit your complete internship description as a MS Word file to Joe Abraham via email (see contact info above).

Once submitted, WU administrators will review all internship descriptions and select six that will be posted on the Willamette University website for students to review. More information about the internship timeline and selection process can be found at the URL above.
Instructions for Writing a Complete Internship Description

A complete and well-written internship description helps WU administrators best consider your internship opportunity for this program. It also helps students learn the most about your company and the opportunity should your internship be selected for this program.

Your description must include all the mandatory elements below to be considered. Also, mandatory elements 3, 6, 7 & 8 below should reflect required and preferred internship qualities stated on the Willamette University website (see URL above). Please compose your description in a separate MS Word file, and format so that it may be posted on our website with minimal edits if selected.

Mandatory Internship Description Elements:

1. **Title of Internship** (e.g., Marketing/Energy Research/Fair Trade Intern)
2. **Company name, address of work site, and website URL**
3. **Brief description of your company, and how sustainability fits into its business** (including link to relevant web page(s))
4. **Intern supervisor(s) name(s) and contact information**
5. **Yes/No: OK for students to contact intern supervisor prior to applying?**
6. **Internship start/end dates, and regular work hours** (e.g., May 23 – August 5, M-F 8-5p, negotiable/flexible)
7. **Description of internship, goals, and expectations**: This is your chance to get students excited about interning with you and your company. In addition to clearly describing the internship and stating goals and expectations, discuss how the internship fits with your sustainability mission and goals, how the intern will contribute, and what they will learn.
8. **Key internship responsibilities**: Describe in greater detail (5-10 bullets OK) the project(s) the intern will work on, and/or task(s) the intern will perform.
9. **Preferred Applicant Qualifications:**
   List things that you’d like to see in an intern but aren’t required. Please state “prefer” rather than “require” when possible. Examples:
   - Prefer a student who is familiar with multi-cultural issues
   - An interest in ___________(fill in any job-related interests)
   - Excellent communication skills, etc.

10. **Specific requirements** (e.g., drivers license, language, etc.)

11. **Additional benefits** (e.g., that offset cost-of-living expenses such as free parking, transportation allowance, discount on merchandise or services, meal allowance).
    NOTE: This is not required and may be left out of the description.

**General Expectations of Intern Supervisors and Interns**
We hope that participation in this program is an extremely valuable experience for interns as well as for the companies and supervisors. The points below offer some guidance to help ensure a positive experience for everyone and to help make the program a big success.

**For Interns:**

- Be accountable to site supervisors, behaving in a professional manner, seeking clarity and assistance in initiating, planning and completing tasks, and assuming their roles at the site.
- Communicate clearly with site supervisor about expectations, work schedule, dress code, vacation time, etc. This includes prior to the start of the internship.
- Complete a “learning agreement” in collaboration with the site supervisor within the first 2 weeks of the internship, with a copy to the Director of the Willamette University Sustainability Institute.
- Exercise appropriate boundaries with those whom they are serving at the internship site.
- Meet weekly with supervisor for supervision and reflection.
- Meet (or talk by phone, Skype, or email) at agreed-upon intervals with Director of the Willamette University Sustainability Institute Director (Joe Abraham) for discussion and reflection.
- Complete an evaluation of the internship, in conversation with the site supervisor, with a copy to the Director of the Willamette University Sustainability Institute.
- Participate in program assessment workshop in August. Participation will include making a presentation on your internship.
For Intern Supervisors:

- Honor internship description submitted and selected by WU internship program administrators, and communicate with intern and WU administrators to adjust as necessary.
- Communicate clearly with intern, prior to internship and during, about expectations, work schedule, work attire, time off, etc.
- Help your intern learn as much as possible about sustainability in the context of your field.
- Complete a “learning agreement” with your intern within the first 2 weeks of the internship.
- Meet weekly with your intern for supervision and reflection.
- Complete an evaluation of internship, in conversation with your intern, within 1 week of the end of the internship.
- Participate in WU internship assessment workshop in August/September in person or via phone/web (exact date TBD).