

INTERNSHIP DEVELOPMENT PROGRAM

Last Update: 8/23

General

The Internship Development Program, coordinated by the Department of Administrative Services-Human Resources Enterprise (DAS-HRE), is designed to provide high school and college-level students an opportunity to gain meaningful work experience in the Executive Branch of state government. The intent is to provide hands-on experience in the field of study, while the student pursues a high school diploma or college degree. It is not intended to be an employment option. The state's program follows the U.S. Department of Labor's guidance, which asserts that internships should provide training in an educational manner and should be a benefit to the student's learning. In addition, the length of internships should be "fixed, rather than an open-ended, period of time."

The state's program is an excellent vehicle by which the student can gain an understanding of public service for future career decisions. It is also a means by which state agencies may establish closer ties with educational institutions to recruit for future vacancies.

A few important things to remember about internships are:

- Internship appointments expire upon attainment of the degree [[11 IAC-57.6\(1\)](#)].
- State agencies may use paid and unpaid internships. Both types of internships can benefit students.
- Persons with internship status have no rights of appeal, transfer, demotion, promotion, reinstatement, or other rights of position. They are not entitled to vacation, sick leave, or other benefits of state employment, nor is credit given for future vacation accrual purposes [[11 IAC-57.6\(2\)](#)].
- All internship vacancies, paid and unpaid, must be requisitioned in the state's applicant tracking system. There can be multiple vacancies with the same pay status listed on one requisition. If the internship is for a paid position, the agency is encouraged to post the vacancy for open recruitment.

Benefits of Internships

Internships provide a number of benefits to both the State of Iowa and the intern as they:

- Allow students to have direct work experience with theories and concepts they may have only read or heard about in the classroom.
- Provide students an opportunity to "try out" different types of career options on a short-term basis to determine if these are the occupational directions they want to pursue.
- Allow students to meet and work with specialists and experts in their field of study to gain additional understanding of the occupational or academic environment.
- Allow students to make connections through this work experience, which may help them find and pursue meaningful job opportunities throughout their career.
- Permit students direct participation in public service to help determine if they would like to pursue this as a career option in the future.

By successfully completing an internship of at least 480 hours, students may apply for future “promotional” vacancies for which they meet the minimum qualifications.

- This allows the student to forego competing with non-state employee applicants for the job.
- This option is available for one-year post graduation of the diploma or degree program for which the internship was successfully completed. After that, future applications are subject to whatever employment status (i.e. probationary, permanent, non-employee) the person has at the time.

Eligibility to Appear on Promotional Lists

To be eligible for this benefit, the following conditions must exist:

- The intern must have successfully completed an internship of at least 480 hours.
- When an employee is eligible for a promotional posting, the agency’s HRA will need to work with the DAS Employment Specialist to get them added to the promotional list

For any additional questions or assistance with internships, please reach out to [Abbie Olson](#), Executive Branch Recruiting Coordinator.