

## **SECTION 4.90 INTERNSHIP DEVELOPMENT PROGRAM**

**Last Update: 7/15**

### **General**

The Internship Development Program is designed to provide college-level students an opportunity to gain meaningful work experience in state government. It 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 colleges, area community colleges, and universities to recruit for future vacancies.

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 BrassRing. There can be multiple vacancies with the same pay status list on one requisition.

### **Benefits of Internships**

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

- Allows students to have direct work experience with theories and concepts they may have only read or heard about in the classroom.
- Provides 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.
- Allows students to meet and work with specialists and experts in their field of study to gain additional understanding of the occupational or academic area.
- Allows students to make contacts through this work experience, which may help them find and pursue meaningful job opportunities throughout their career.
- Permits students to participate directly 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 qualify. This allows them to forego competing with non-state employee applicants for the job. This option is available for one (1) year post graduation of the degree program for which the internship was successfully completed. After that, future applications are subject to whatever employment status (probationary, permanent, no longer employed) the person has at the time.

### **Eligibility to Appear on Promotional Lists**

To be eligible for this benefit, the following criteria must be met:

- The intern must successfully complete an internship of at least 480 hours.
- Have on record in BrassRing a completed Internship Disposition form indicating successful completion of the internship with an anticipated graduation date identified.

- The Personnel Assistant (PA) will complete the form by dispositioning the internship requisition in BrassRing. The PA will enter one of three options:
  - Internship NOT Completed
  - Internship Completed (Promotional access will be extended)
  - Internship Completed (Promotional access will not be extended)
- It is the responsibility of the agency hosting the intern to develop and apply criteria to determine if and when the intern successfully completes the internship.

### **Paid Internships**

Paid internship appointments will be made in accordance with [11 IAC–57.6\(8A\)](#). Internship appointments should be made to the [Administrative Intern](#) job class or other indigenous internship classifications. The rate of pay should be within the pay range for the job class. If the compensation desired exceeds the pay range for the Administrative Intern job class, the agency should consult with the assigned DAS Personnel Officer.

Paid internship appointments require completion of a [Hiring Justification](#) form. This form should be submitted to your DAS Personnel Officer. Upon hiring approval, the PA should create a requisition in BrassRing. The requisition can be posted for open recruitment or instructions given NOT to post for open recruitment.

Once an intern has been selected, the PA should enter the disposition on the requisition in BrassRing by completing Section A of the Internship Disposition form.

If the agency did not to post the position for open recruitment, the PA should instruct the selected student to complete a State of Iowa Application for Employment from the DAS website (<https://das.iowa.gov/human-resources/state-employment>), or assure that one is already in the BrassRing system. The PA should then work with the Internship Development Program Coordinator to have the student's application placed in the requisition folder of the internship vacancy. Once the student is placed in the requisition folder, the PA should disposition the hire in BrassRing, using the Internship Disposition form and completing Section A.

It is advisable for agencies to provide written notice of the terms and conditions at the start of the internship appointment. Refer to [Section 4.15](#) for a sample appointment letter.

### **Unpaid Internships**

Unpaid internship placements do not require completion of a [Hiring Justification](#) form. However, upon placement, the PA should create a requisition in BrassRing. The requisition can be posted for open recruitment in BrassRing, or the agency may recruit directly.

Once an intern has been selected, the PA should enter the disposition on the requisition in BrassRing by completing Section A of the Internship Disposition form.

As with paid internships, if the agency did not post the position for open recruitment, the PA should instruct the selected student to complete a State of Iowa Application for Employment from the DAS website (<https://das.iowa.gov/human-resources/state-employment>), or assure that one is already in the BrassRing system. The PA should then work with the Internship Development Program Coordinator to have the student's application placed in the requisition folder of the internship vacancy. Once the student is placed in the requisition folder, the PA should disposition the placement in BrassRing, using the Internship Disposition form and completing Section A.

It is advisable for agencies to provide written notice of the terms and conditions at the start of the internship appointment. Refer to [Section 4.15](#) for a sample appointment letter.

## Recruiting Interns

There is more than one way to recruit interns:

- Departments may post a vacancy for an Internship on the DAS-HRE BrassRing website through their Personnel Assistant.
- State supervisors may receive the name(s) of students interested in internships through established networks with school officials, such as the intern coordinator in the placement office or professors and instructors in specific academic or technical programs.
- Departments may contact the DAS-HRE Recruitment Coordinator at [robin.jenkins@iowa.gov](mailto:robin.jenkins@iowa.gov) or 515-725-2095 for assistance locating and contacting recruitment resources.
- Students seeking career experience in their field of study may contact departments directly.

## Developing and Managing Successful Internships

To enhance the meaningfulness of the internship, it is suggested that, at a minimum, the supervisor take these steps:

- Develop a job description for the intern; including major projects or tasks that will be assigned.
- If course credit for the internship is desired, students must also submit a letter from a bona fide academic official at their educational institution attesting to: 1) their major area of study and 2) if the internship is for education program credit or work experience. If for credit, the student's goals and objectives for the internship must also be included.
- Establish a regular schedule and work hours, although these may vary according to the changing nature of the student's schedule.
- Establish the desired results of the internship and establish how the agency will determine whether the results were accomplished.
- Review the student's and the school's objectives at the start of the internship to ensure that they coincide with the agency's objectives.
- Establish interim checkpoints with the intern to ensure the internship is progressing as anticipated, make necessary modifications, clarify objectives, and answer questions. At a minimum, these should occur at the beginning, midpoint, and end of the internship.

In instances where there is more than one intern applicant to select from, the following factors should be considered:

- The selection decision should be based on job-related reasons.
- The academic background of the student selected should be related to the job
- The agency should make an effort to identify students with those competencies that are relevant to successful internship completion.
- The career experience gained by the intern should support the academic development of the student.
- The agency should respond to all student(s) not selected, thanking them for their interest in the internship opportunity.

## Completion of an Internship

A student who has successfully completed an internship appointment of at least 480 hours may apply for state positions, and, if qualified, be on promotional or all-applicant lists. To be on promotional lists, the

intern must be formally enrolled in the Internship Development Program. Proof of the student's enrollment is provided by the PA in the completion of Section B of the Internship Disposition form in the BrassRing system. Eligibility will expire one year after graduation. The PA should therefore obtain from the student his or her anticipated graduation date and complete the field in Section B of the Internship Disposition form. It is the responsibility of the student to inform DAS-HRE if the graduation date changes and provide proof of continued enrollment or graduation.

For all students that successfully complete an internship appointment of at least 480 hours, the PA should enter an Internship Completion Status of Internship Completed (Promo access given) on Section B of the Internship Disposition form.

Students whose internship is terminated voluntarily or involuntarily before the anticipated completion of the internship should receive a disposition status of Internship NOT completed. These students are rendered ineligible for access to promotional lists, based on their internship status.

Students who complete the internship, but in the determination of the hiring authority, were not successful in meeting the stated objectives of the internship, should receive a disposition status of Internship Completed (No Promo access). These students are rendered ineligible for access to promotional lists, based on their internship status.

For assistance and/or clarification on the Internship Development Program, agency staff may contact the DAS Recruitment Coordinator at [robin.jenkins@iowa.gov](mailto:robin.jenkins@iowa.gov) or (515) 725-2095.