

## **INTERNSHIP DEVELOPMENT PROGRAM**

**Last Update: 3/18**

### **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.

1. This allows the student to forego competing with non-state employee applicants for the job.

2. 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.
- The Internship must be dispositioned in the state's applicant tracking system to document the successful completion of the required hours, with Promotional Access granted.

### **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. The rate of pay must be within the pay range for the job class.

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

Once an intern has been selected, the HRA should document the hired candidate and wait to disposition the completion before closing the record,

If the agency did not post the position for open recruitment, the HRA should send the selected student's resume to the employment specialist to be added to the requisition folder.

It is advisable for agencies to provide written notice of the terms and conditions at the start of the internship appointment.

### **Unpaid Internships**

Unpaid internship placements do not require completion of a [Hiring Justification](#) form. Upon the decision to make an intern placement, the HRA should create a requisition in the state's applicant tracking system. The requisition can be posted for open recruitment, or the agency may recruit and select without posting for open recruitment.

Once an intern has been selected, the HRA should document the hired candidate and wait to disposition the completion before closing the record,

If the agency did not post the position for open recruitment, the HRA should send the selected student's resume to the employment specialist to be added to the requisition folder.

It is advisable for agencies to provide written notice of the terms and conditions at the start of the internship placement.

### **Roles and Responsibility**

- It is the responsibility of the **hiring authority** to:
  - Submit the Hiring Justification form (for paid internships) to DAS for review and the Department of Management (DOM) for approval.
  - Develop a robust internship experience description.
  - Determine objectives for the successful completion of the internship.
  - Provide the HRA information to post a requisition, including the:

- Decision to post for open recruitment or not
- Anticipated dates of internship start and completion
- The **HRA** will:
  - Create the requisition in the state's applicant tracking system.
  - Document the hire and disposition the completion of the internship.

## **Recruiting Interns**

There is more than one way to recruit interns:

- Departments may post a vacancy for an Internship on the DAS-HRE employment website through their HRA.
- 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.
- For assistance in locating and contacting recruitment resources, departments may contact the DAS-HRE recruitment coordinator at [robin.jenkins@iowa.gov](mailto:robin.jenkins@iowa.gov) or by calling 515-725-2095.
- 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 should 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 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 of a competitive process, the following factors should be considered:

- The selection decision should be based on education to internship objective related reasons.
- The academic background of the student selected should be related to the internship.
- The agency should make an effort to identify students with those competencies 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 the student(s) not selected, and thank them for their interest in the internship opportunity.

### **Completion of an Internship**

A student who has successfully completed an internship appointment/placement with an Executive Branch agency 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 have been formally enrolled in the Internship Development Program. Proof of the student's enrollment is provided by the HRA with the dispositioning of the internship in the state's applicant tracking system. Eligibility will expire one year after attainment of the degree.

Therefore, the HRA should enter the student's anticipated graduation date. 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 who successfully complete an internship appointment of at least 480 hours, the HRA should enter an Internship Completion status when dispositioning the internship completion.

Students whose internship is terminated voluntarily or involuntarily before the completion of the internship should receive a disposition status of Internship NOT Completed. Based on their internship status, these students are rendered ineligible for access to promotional list.

If a student completes the internship and the hiring authority determines he or she was not successful in meeting the internship's stated objectives, the student should receive a disposition status of Internship Completed (No Promo access extended). These students are rendered ineligible for access to promotional lists, based on their internship status.

For students who complete multiple internships, the hours completed per internship should be documented on each form, and the student may use multiple internships to accumulate the total 480 hours.

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.