

Students who successfully complete MEIF-supported internships will emerge as leaders who drive the growth of Maine's economy

Career Pathway Internship Programs (MEIF-Supported) Student Guidelines

The Maine Economic Improvement Fund (MEIF) represents Maine's ongoing commitment between the state and the University of Maine System to advance research and development, commercialization, workforce development, and economic development.

To support the workforce needs of Maine, *MEIF@USM* sponsors research-based Career Exploration internships in industries and businesses in an MEIF-targeted sector, across multiple sectors, or sector support ecosystems, paying the wages of the interns through the MEIF fund. The "support ecosystems" refer to the key players external to USM that are involved in, rely on, or support a target area. Targeted sectors:

- Advanced Technologies for Forestry & Agriculture
- Aquaculture and marine technology
- Environmental technology
- Precision manufacturing technology
- Biotechnology
- Composite materials technology
- Information technology

The Internship Experience

Your internship workplace experience will be an extension of your classroom learning. The internship will give you the opportunity to gain valuable experience and to make connections in a professional field you may be considering for a career path. You will be involved in professional research-oriented projects that meet the real world needs of the business.

- **Sites:** All internships must take place in Maine.
- **Compensation:** All MEIF-sponsored internships are paid, regardless of whether they are credit or non-credit bearing.
- **Minimum Hourly Pay:** Students will be paid bi-weekly, based on a minimum hourly pay of \$14. This amount could be higher depending on the discipline. This will be paid directly to the student by USM.

- ❖ *Program Director and Faculty Adviser – Individual Departments*
- ❖ *Career Adviser – Career & Employment Hub*
- ❖ *Professional Adviser – Advising Department*

- **Tuition Assistance:** In lieu of or in combination with student payments, programs may provide tuition assistance at the approved USM in-state rate.
- **Minimum Hours:** An internship requires a minimum of 150 hours. An intern cannot work more than 20 hours in a week in an academic year and more than 39 hours per week during the summer. Overtime work is not allowed.
- **Academic Map:** A differentiator of MEIF-supported internship programs is the requirement for each student intern to complete an Academic Map (completed through USM Advising) prior to the start of the internship. It is the intent of *MEIF@USM* that the Academic Map will help you link your academic coursework requirements; developmental work-based activities, such as internships; and career pathways.
- You can upload your Academic Map along with your Internship Application.
 1. If you have not already completed an Academic Map, you can set up an appointment with the USM Advising Office by going to their website and following instructions:
<https://usm.maine.edu/advising/contact-us>
 2. Once you have completed your internship, you will meet with your Faculty Adviser to review your Academic Map. Reflecting on your internship experience can inform your future coursework and career pathway choice.
- **Communication between USM and Host Site Community Partner:** Your Program Director will maintain communication with your host site to see how you are doing and what supports you might need. This may take the form of phone conversations, email contacts, or site visits.

Student Eligibility

- **Major:** Students from all majors are eligible to apply for MEIF-supported internships.
- **Matriculation and Academic Standing:** Students must be matriculated at USM as full-time or part-time, and have at least a 2.7 overall GPA and a minimum of 30 credits prior to the commencement of an internship.
- **Residency:** All USM students regardless of residency are eligible to apply for MEIF-supported internships.
- **Existing Employer:** A student intern cannot complete an internship with a community partner who is his/her current employer.
- **Academic Map:** Students must have completed their Academic Maps prior to the start of the internship.

- ❖ *Program Director and Faculty Adviser – Individual Departments*
- ❖ *Career Adviser – Career & Employment Hub*
- ❖ *Professional Adviser – Advising Department*

Expectations of Student Interns

In order to get the most from your internship experience, it is important that you become familiar with the expectations listed below. The Program Director, Faculty Adviser, and Career Adviser will always be available to help you during the internship

- **Good Academic Standing:** Maintain good academic standing throughout the internship experience.
- **Professionalism:** Maintain professionalism in all internship interactions, and respect office policies and project deadlines.
- **Professional Development Activities:**
 1. **Orientation/Kick Off:** The Internship Orientation/Kick Off will cover such topics as innovation engineering, understanding Maine's economy, leadership training, and professional networking.
 2. **Other Workshops:** During your internship, you may be offered professional development activities that will help you reflect on your internship experience and academic learning. These activities may be offered through the Career and Employment Hub or through your Program Director.
- **Weekly/Bi-Weekly Status Report:** Submit to your Program Director a status report every week (minimum every two weeks) that includes (a) tasks/activities/duties performed; (b) skills/information learned; (c) problems encountered and how they were solved; and (d) days, dates, and hours worked.
 - Share the Weekly Report with your host site supervisor so that the supervisor can validate the hours worked.
- **Final Report:** Submit to your Program Director a structured report documenting your internship work and accomplishments, specific leadership skills developed, and benefits gained from the internship. The report should not exceed five pages and must not contain proprietary information.
- **Presentation:** If your program requires, complete a final oral presentation/demonstration of your internship experiences and of outcomes related to the achievement of your learning objectives.
- **Academic Map:** Complete an Academic Map prior to the internship and submit it as part of your application.
- **Post-Internship Career Pathway Discussion:** After the internship, review Academic Map with your Faculty Adviser and revise, based on the internship experience.
 - The post-internship review of the Academic Map offers you an opportunity to discuss your career pathway goals with your Faculty Adviser and to review how these goals align with the Academic Map.

- ❖ *Program Director and Faculty Adviser – Individual Departments*
- ❖ *Career Adviser – Career & Employment Hub*
- ❖ *Professional Adviser – Advising Department*

Application and Selection Process

Prior to submitting an application for an internship, speak with your Faculty Adviser or Career Adviser. The application and selection process is competitive and will also involve the Host Site Community Partner.

- **Application:** Complete a Career Pathway Internship application here: <https://forms.gle/bgko3qCbcAXpCTPe6>
- **Other documents:** After you submit your application, you will receive an email response with information about forwarding *your resume* and *your Academic Map*.
- **Matching:** A Career Adviser or your Faculty Adviser/Program Director will guide you through a process that helps you evaluate potential internship host opportunities and determine a potential match that meets your academic and professional goals.
- **Selection Process:** You will be asked to interview with the host site before a final selection is made. Make sure you can speak clearly about your career goals and aspirations and how the internship would help you reach your goals.
 - This interview gives you and the host site the opportunity to see if there is a good fit for you and for the host site where you'll be learning onsite.
- **Internship Workplace Agreement:** As part of the process, you will also be asked to sign an Internship Workplace Agreement (or Learning Agreement for credit-bearing internships) for your internship. This agreement outlines the specifics of the internship, such as the research-based project to be completed, required number of hours, requirements of the host site, academic components (if applicable), and intended learning outcomes. You will also be asked to complete an online survey at the end of your internship to help MEIF assess the quality, impact, and effectiveness of the internship program.
 - The Internship Workplace Agreement will be signed by Program Director, the student intern, and the Host Site Community Partner.
- **Once Selected, Paperwork for Getting Paid:** Your Program Director will ask you to complete several forms that will ensure you are paid bi-weekly during your internship experience.

Program Monitoring: Evaluation/Data Collection

In order to improve the internship program and highlight successes and lessons learned, you will be asked to complete an online survey at the end of your internship. This survey will ask you to reflect on your internship experience, such as how the internship enhanced your academic program, helped you to acquire or improve professional skills, or gain greater clarification about your career pathway. You will receive a link to complete the survey as your internship ends.

- ❖ *Program Director and Faculty Adviser – Individual Departments*
- ❖ *Career Adviser – Career & Employment Hub*
- ❖ *Professional Adviser – Advising Department*