

# INTERNGF





WHAT IT'S ALL ABOUT

# INTERNGF

InternGF is a unique partnership between the University of North Dakota Center for Innovation and the Grand Forks Region Economic Development Corporation designed to introduce UND students to careers and employers in the Grand Forks region. The goal of the program is to aid in local recruitment and retention efforts by showcasing regional companies, career opportunities and community assets.

## PROGRAM ELIGIBILITY

A portion of the internship funding will be reserved for Grand Forks Region EDC member organizations that can help fill gaps in available internships, as identified by career services professionals at UND.

A portion of internship funding will be reserved for employers looking to engage entrepreneurial interns in early-stage to mid-stage startups or established organizations with innovation projects.

## PROGRAM FUNDING

Employers selected to participate in the InternGF program will **receive up to \$3,500** to cover half of an intern's salary and payroll costs, with the employer contributing the remaining half of the funds. To qualify, salaries must be a minimum of \$10 per hour.

## APPLICATION PROCESS

To participate in the InternGF program, fill out the application form located on the last page of this guide and submit it to Becca Cruger at [beccac@grandforks.org](mailto:beccac@grandforks.org).

Contact Becca with any questions related to this program.

# INTERNSHIP

DEFINED

an internship gives employers the opportunity to guide and evaluate talent, while students gain valuable experience in a field they are considering



## WHAT IS AN INTERNSHIP?

The goal of a good internship is to provide students with:

- Professional experience
- Opportunity to build a professional network
- Exposure to daily routines, processes, and expectations of work life
- The prospect of a professional reference
- Although there is no guarantee, internships can also lead to job offers for students and qualified employees for businesses' in-demand jobs

## WHAT AN INTERNSHIP IS NOT

An internship should be a meaningful learning experience with professional responsibilities. Some people learn more effectively through the real-life experience internships provide.

An internship should never be:

- A "go-fer" opportunity for organizations
- A guarantee of a job offer

## WHY ACADEMIC CREDIT?

Though not required, **we encourage employers to ensure their interns are registering for academic credit** at the University of North Dakota.

This provides a dual-layer of accountability for employers, because internships are then tied to an academic grade for the student.

Additionally, each student is assigned an internship coordinator who checks in with the student on a regular basis and surveys employers to provide feedback before grading.



# GETTING STARTED



## 1 CONNECT AND APPLY

If your company is ready for an intern, complete the application found on the last page of this guide and connect with Becca Cruger, who will provide assistance or resources related to writing job descriptions, disseminating opportunities, interview processes, onboarding, and internship facilitation.

## 2 DEVELOP A JOB DESCRIPTION

Include a summary or objectives of the job, making sure to include key roles and responsibilities, along with expectations. Make sure to include the following information to attract the most appropriate candidates:

- Job title and salary ranges
- Number of hours, or range of hours preferred
- Required application materials and method to apply
- Qualifications, including specialized skill sets required (remember students will have varying skill levels and expertise) or type of majors preferred

## 3 POST THE JOB

Once you have a completed job description, contact Becca Cruger with the Grand Forks Region EDC. She will connect you with UND job posting channels including Career Connect, Pancratz Career Development Center, and appropriate internship coordinators. You may also want to post the opportunity on your website and social media channels.



# INTERVIEWING AND ONBOARDING



## CONDUCT INTERVIEWS

It's important to review applications and go through an interviewing process to make certain the candidate has the skill sets needed and will fit well within your company's culture. A list of interview questions and strategies can be provided to your organization upon request.

## ONBOARDING

So you've chosen a qualified candidate. Now what? Create an onboarding plan where you're spending time talking about your company's mission, expectations of workflows, and other issues that may arise, such as:

- Payroll dates and processes
- Chain of command
- Dress code
- Time off requests



## OBJECTIVES & EXPECTATIONS

From the beginning, create a clear plan of what you expect an intern to accomplish for your company, along with a weekly schedule. Interns can fill operations based roles or project based roles. **Operations based** - interns are ingrained in established operations, new product launch, new division activities, or business expansion. **Project based** - an intern's job duties are assigned to a specific project, whether new or existing. Establishing and outlining clear objectives and job duties will increase productivity and prevent miscommunication.





ANSWERS. ANSWERS. ANSWERS.

# COMMON QUESTIONS

## HOW LONG DOES AN INTERNSHIP LAST?

Typically an internship will fall within an academic semester. To have the best pool of applicants, release job postings as follows, if possible:  
Spring Interns: Sept/Oct  
Summer Interns: Feb/March  
Fall Interns: March/April

## HOW MANY HOURS DOES AN INTERN WORK?

Interns also juggle college coursework, extracurricular activities and other jobs, so typical internship hours fall between 15-20 per week. Some internships may exceed that number.

## HOW MUCH SHOULD WE PAY AN INTERN?

This answer really depends on the industry, but a typical intern's wage is between \$10-\$12/hour. For purposes of this program, interns must be paid a minimum of \$10/hour.

## WHAT SHOULD I DO IF PROBLEMS ARISE?

Address problems as you would with any other employee. Should the need for separation arise, please contact Becca. If the student is taking the internship for academic credit, Becca can connect you with the student's internship coordinator.

For questions or additional resources related to interviewing, hiring, or onboarding, contact:

BECCA CRUGER  
Grand Forks Region EDC  
Ph: 701.738.0009  
E: [beccac@grandforks.org](mailto:beccac@grandforks.org)

## HOW DO I RECEIVE FUNDING?

Submit documentation of intern's payroll expenses to Becca Cruger. Reimbursements can be processed on a bi-weekly basis. Final reimbursement requests must be made within 60 days of the internship's completion.

# APPLICATION

BUSINESS NAME:

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WEBSITE:

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ADDRESS:

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PHONE:

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EIN:

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PROGRAM CONTACT NAME:

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EMAIL:

PHONE:

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DESCRIPTION OF INTERNSHIP JOB DUTIES:

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WHAT WILL THIS INTERN LEARN FROM YOU, AND WHAT DO YOU EXPECT TO LEARN FROM AN INTERN?

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