

# INTERNGF



2024 MANUAL

## ABOUT INTERNGF

### ➔ PROGRAM OVERVIEW

InternGF is a unique partnership between the UND Center for Innovation and the Grand Forks Region Economic Development Corporation. It is designed to introduce UND students to high-wage, in-demand 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.

Companies are awarded preference points for unique internships, pathways to hiring, and being first-time applicants. For questions, contact Brenna Mathiason at [brennam@grandforks.org](mailto:brennam@grandforks.org) or 701.746.2721.

### ➔ FUNDING

Selected employers can **receive up to \$3,500 per intern**. A portion of internship funding will be reserved for employers looking to engage entrepreneurial interns in early to mid-stage startups or established organizations with innovative projects. Another portion will be reserved for Grand Forks Region EDC member organizations.

**Startup companies** (within their first 7 years of operation) **are eligible for a 50% match of an intern's gross salary**, and **EDC member companies are eligible for a 33% match**. The employer will contribute the remaining funds. To qualify, wages must be a minimum of \$12 per hour. Students must be currently enrolled in an academic program at the University of North Dakota.

### ➔ APPLICATION PERIODS & FUNDING CYCLES

Since InternGF offers internships to UND college students and recent graduates, it has three cycles that run parallel to the semester-based schedule of the university. Applications are reviewed on a rolling basis with a priority review date until funding is expended. You will find a step-by-step breakdown of the process on the next page.

APPLICATION PERIOD	PRIORITY REVIEW DATES	FUNDING CYCLE
A: Jan 1 - Mar 1	Priority: Feb 1	Summer: May 1 - Aug 31
B: Jun 1 - Aug 1	Priority: Jul 1	Fall: Aug 1 - Dec 31
C: Jul 1 - Oct 31	Priority: Sep 1	Spring: Jan 1 - May 1

## INTERNSHIPS DEFINED



### ➔ WHAT IS AN INTERNSHIP?

An internship gives employers the opportunity to guide and evaluate talent while students gain hands-on, valuable experience in a field they are considering.

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

- Professional experience
- Project and field-based experience
- Opportunity to build a professional network
- Exposure to routines, processes , and expectations of work life
- The prospect of a professional reference
- Although there is no guarantee, an internship may also lead to a job offer for students and a qualified employee for businesses' in-demand jobs.

### ➔ WHAT IS 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
- An office administration position without learning opportunities
- A guarantee of a job offer

## ELIGIBILITY REQUIREMENTS



### APPLICATION ELIGIBILITY | COMPANY CHECKLIST

Business or nonprofit has <b>started within seven years</b> , is a Grand Forks Region EDC member company, OR is an established organization with innovative projects	
Company's internship constitutes either a <b>new role</b> at the company OR <b>expands the number of existing internships</b> the company offers	
Company's <b>rate of pay</b> for the internship <b>is at least \$12.00/hour</b>	
Company provides a <b>minimum of 112 hours of work per semester</b> , averaging 7 hours of work per week	
Company has not already received <b>three InternGF awards within the past 12 months</b> (three InternGF internship funding cycles)	

### REIMBURSEMENT ELIGIBILITY | COMPANY CHECKLIST

Company has <b>signed and submitted the InternGF Company Agreement</b> to the Grand Forks Region EDC's workforce specialist	
Company hires an <b>intern who is a current University of North Dakota student</b> or has <b>graduated from UND within the past six months</b>	
Company has <b>submitted the intern's release of information form</b> on the InternGF webpage before intern's first pay period	
Company <b>submits intern's pay stub on the InternGF webpage every pay period</b>	
The <b>internship falls within the date range of the funding cycle</b> for which the company's application was approved	

### REIMBURSEMENT ELIGIBILITY | COMPANY INTERN CHECKLIST

Intern <b>submits weekly journal entries</b> to UND's Center for Innovation using the <b>form on the InternGF webpage</b>	
The <b>intern contacts the UND Center for Innovation Career Coach bi-weekly for a touch-base</b>	

## STEP BY STEP

### APPLYING

01

#### CREATE A JOB DESCRIPTION

*Create a job description for your company's internship*

02

#### FILL OUT ONLINE INTERNGF APPLICATION ONLINE | [APPLICATION LINK](#)

*Have the job description ready, you will submit it as part of your company's application*

03

#### APPLICATION REVIEW & AWARD FUNDING NOTICE

*Applications are reviewed on a rolling basis, applicant will receive an email about funding*

04

#### SIGN THE INTERNGF AGREEMENT

*The EDC's workforce specialist will send a contract to your company's contact*

### HIRING

05

#### POST YOUR COMPANY'S JOB DESCRIPTION TO YOUR WEBSITE & ELSEWHERE

*Post the internship on UND's Handshake & interface with UND students at career fairs*

06

#### INTERVIEW & HIRE INTERN

*Host internship interviews on campus; to get connected, contact the EDC's workforce specialist*

07

#### SUBMIT RELEASE OF INFORMATION ON THE INTERNGF WEBPAGE | [FORM LINK](#)

*Once you've hired, submit your intern's release of information form linked on the webpage*

### REIMBURSING

08

#### YOUR INTERN SUBMITS WEEKLY JOURNAL ENTRIES | [FORM LINK](#)

*For wage reimbursement, your intern must submit weekly journals using the form linked above*

09

#### BI-WEEKLY TOUCH-BASE WITH CFI'S CAREER COACH & YOUR COMPANY'S INTERN

*For wage reimbursement, your intern must contact CFI's career coach bi-weekly*

10

#### SUBMIT INTERN'S PAY STUBS EACH PAY PERIOD | [FORM LINK](#)

*Go to the InternGF webpage to submit the pay stub for your intern each pay period*

## HIRING PROCESS

### ➔ JOB DESCRIPTION

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

- Job title and wage range
- Number of hours
- Required application materials
- Method to apply
- Qualifications, any specialized skill sets required, and majors preferred (\*remember students may have varying skill sets)

### ➔ ADVERTISING YOUR INTERNSHIP OPPORTUNITY

Post the job description on your website and social media channels. Consider hosting interviews on campus and connecting with classes at the colleges and departments that are relevant to the position. Advertise the internship position on UND's job posting system, Handshake. Reach out and schedule a meeting with EDC's workforce development specialist, Brenna. She can connect you with UND Career Services and the Pancratz Career Development Center, as well as other appropriate internship coordinators on UND's campus.

### ➔ INTERVIEWING & HIRING

You're responsible for interviewing and hiring your intern. From the beginning, create a clear plan of objectives and expectations along with a weekly schedule.

Interns can fill operations-based roles and project-based roles. Operations-based interns are ingrained in established operations, new division activities, or business expansion. Project-based interns are assigned to a specific project, whether new or existing. Establishing and outlining clear objectives will increase productivity and prevent miscommunication.

## RESOURCES & CONTACT

### ➔ FOR COMPANIES

#### QUICK LINKS

[INTERNGF WEBPAGE](#)

[INTERNGF APPLICATION](#)

[INTERN PAY STUB FORM](#)

[UND HANDSHAKE EMPLOYERS](#)

### ➔ PROGRAM CONTACT



**Brenna Mathiason**

Workforce Development Specialist  
Grand Forks Region EDC

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C: 701.746.2721

### ➔ FOR INTERNS

#### QUICK LINKS

[INTERNGF WEBPAGE](#)

[JOURNAL ENTRIES FORM](#)

[UND HANDSHAKE STUDENTS](#)

### ➔ INTERN CONTACT



**Sona Lesmeister**

Entrepreneur Coach  
UND Center for Innovation

E: [sona.lesmeister@UND.edu](mailto:sona.lesmeister@UND.edu)



## FAQS

### ➔ FAQS

#### DOES EDC OR UND CHOOSE THE INTERN WE HIRE?

No. You can interview, select and hire an intern using your normal processes. The EDC and UND are not involved in the hiring process. If you need help with any step of the hiring process, Brenna Mathiason can aid in crafting job descriptions and interview questions.

#### HOW MUCH SHOULD WE PAY AN INTERN?

This answer really depends on the industry, but a typical intern's wage is between \$12-\$18/hr. For purposes of this program, interns must be paid a minimum of \$12/hr.

#### HOW MANY HOURS DOES THE INTERN WORK?

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

#### WHAT SHOULD I DO IF PROBLEMS ARISE?

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

#### DOES MY INTERN HAVE TO BE A UND STUDENT?

Yes. Interns must be a currently enrolled UND student in order to qualify for reimbursement. Interns are eligible to receive funding for up to 90 days following graduation.

#### WHERE DO I ADVERTISE TO FIND QUALIFIED UND STUDENTS?

Make sure to post your job on Handshake, UND's digital job and internship board. Once you have a job description and are ready to hire, you can also email it over to Brenna and she will happily forward it and introduce you to relevant UND career coaches, faculty, and staff who can help get the word out.



#### OTHER QUESTIONS? SCHEDULE A MEETING WITH US

**Grand Forks Region EDC**

E: [brennam@grandforks.org](mailto:brennam@grandforks.org)

P: 701.746.2721