Supporting and Integrating Basic Needs Programs using the Student Internship Model

Center for Healthy Communities
California State University, Chico
Agenda

• Outcomes/Small Group Activity
• Internship Tools & Process
• Example: CFO Internship
• Developing Internship Objectives
• Working with Faculty
• Work Plan & Wrap Up
Outcomes

Enhance understanding of:

- the value of internships for provision of basic needs programs
- how to start and sustain internship programs
- faculty role and importance of internship units
- ways to address barriers and roadblocks
Small Group Activity
Value of an Internship Program

• Experiential learning
• Pre-professional experience
• Cost-effective
• Integration
• Sustainable
• Peer mentoring
WHY and HOW we do it

• Video

• CHC structure & history
Intern Process

1. Promote your OPPORTUNITY!!
2. Applications and intern selection
3. Create intern objectives
4. Track intern hours
5. Wrap Up, Evaluation, Feedback
1. Promote your Opportunity

Recruit, recruit, recruit!

- Campus Announcements
- Flyers on campus (example)
- Website ([example](#))
- Connect with multiple departments
2. Application & Intern Selection

• Application form & requirements (Example)

• Selecting interns
3. Create Intern Objectives

- Customize for the major & role
- Check-ins and performance reviews (Example)
4. Track Intern Hours

- Track hours & activities
  (Example log)
- Weekly emails, meetings,
  or 1 on 1 check-ins
5. Wrap-up & Evaluation

• Reflect on objectives
• Performance evaluation
• Activity Log
• Survey (example)
  • Anonymous student survey via Survey Monkey
    https://www.surveymonkey.com/r/82MKHXD
Important Things to Remember

• Start small
• Create a realistic timeline
• Adopt and modify what is already available
Example: CFO Internship

- Orientation, Training, Mentoring, Meetings
- Training Folders
- Training Checklists
- Job Description
- Objectives
Example: CFO Internship

- Individual meetings
- Monday emails back and forth
- Professional Dev. - Webinars/Events
- Research Projects
Developing Intern Objectives

• Example objectives
• Let’s practice…
Working with Faculty

• Identify majors with required internships
• Develop new internship courses
• Assigning units
• Other questions?
Outcomes Reflection

Enhance understanding of:

• the value of internships for provision of basic needs programs
• how to start and sustain internship programs
• faculty role and importance of internship units
• ways to address barriers and roadblocks
Work Plan Activity

Examples:
1. Developing Internship Units
2. Establishing peer to peer training program
3. Establishing an internship recruitment plan
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