

Number 6.7 - INTERNSHIPS

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Applicable To: Executive Branch of the State of Vermont.

Issued By: Department of Personnel

Approved By: Kathleen C. Hoyt, Secretary of Administration

PURPOSE AND POLICY STATEMENT

This policy establishes guiding principles regarding internship practices and procedures within Vermont State government. The purpose of the internship program is to promote careers in State government by providing students with an opportunity to use their skills and knowledge in a practical setting for academic credit and professional experience and to showcase the career opportunities available in State government.

DEFINING AN INTERNSHIP PROJECT

Internships are short-term, part-time and, frequently, unpaid arrangements. Specific projects producing specific products are more suitable for internships than more generalized work.

Work plans defining the scope of the project, the time frame, the internship goals and objectives and the knowledge, skills and abilities needed to do the work should be developed prior to posting the internship opportunity on the bulletin board posted on the Department of Personnel's web address. There is a section called the Academic Bulletin Board, which lists all the colleges and universities in Vermont and the individual departments and contact persons who are interested in internship opportunities for their students.

FINANCIAL ARRANGEMENTS

Most academic internships are unpaid. If you have the resources and wish to compensate an intern, temporary employment can be arranged using a "Request for Temporary Position" which can be found in the "Forms" section on the Virtual Library on the Department of Personnel's home page. All paid interns are to be coded as Pay Grade 05 and can be paid at any step level on the pay grade 05 scale usually based on experience. For more detailed information about other types of procedures regarding internships, please visit the Internship page on the Department of Personnel's website.

WORK PLANS

The key participants in an academic internship arrangement are the student, the State government supervisor and the educational institution. Internship expectations should be well understood by all participants and a written work plan or contract is generally created describing the goals, activities, outcomes, evaluation processes and the time frame. Initial contact with the educational institutional student advisor is helpful as well as throughout the internship period.

EVALUATION

The student or the institution will generally provide internship evaluation forms to the supervisor if they require it as part of their internship program. Schools expect thoughtful evaluations to be submitted for timely filing of grades.