



VERMONT
INTERN
PROGRAM

VBSR

Vermont Businesses
for Social Responsibility

 **VERMONT**
DEPARTMENT OF LABOR

VERMONT INTERN PROGRAM

WHAT WE DO

College Students
and Recent
Graduates (YPs)



Employers who
have PAID
Internships



WHY HOST AN INTERN?

- ◆ Explore or support a special project
- ◆ Build capacity for current employees
 - ◆ Increase productivity of current employees
 - ◆ Boost employee-retention rate
 - ◆ Provide managerial opportunities for less experienced employees
- ◆ Create career pathways for new employees
 - ◆ Source future employees
 - ◆ Save on recruitment costs
 - ◆ Test talent in a low-risk environment
- ◆ Support your organization's development
 - ◆ Enhance organizational perspective through reverse mentoring
 - ◆ Gain awareness and recognition with the youth demographic
 - ◆ Expose young people to the diversity of careers in Vermont

DEFINITIONS

Applied-Learning

Activities involving actual work experience or connecting classroom learning to employment and careers

Work Experience

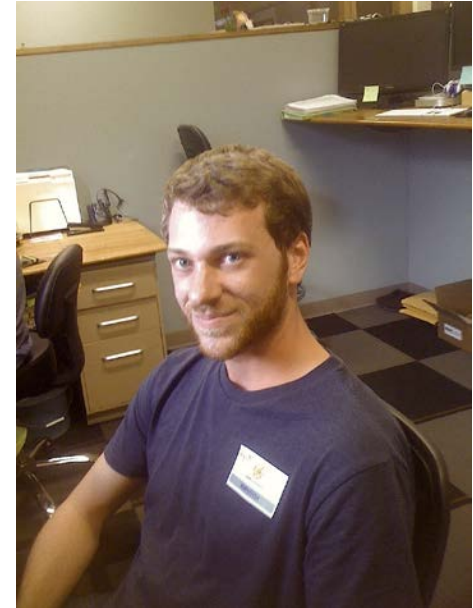
Job shadowing/externships, volunteerism, capstone/projects, co-ops, apprenticeships and other unpaid temporary career exposure and/or experiences

Internship

- ◆ Short term, structured work experience
- ◆ Paid for and supervised by the employer
- ◆ Connected to professional goals
- ◆ Practical application of previously acquired knowledge
- ◆ Combination of short-term tasks and long-term projects
- ◆ Learning by doing

Employee

Person employed for wages or salary



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HOW IT WORKS



EMPLOYER

1. Go to internvt.org
2. Complete NEW INTERNSHIP FORM (OR send position description to our office)
3. Applicants will be directed to your website to apply
4. Notify Vermont Intern Program when position has closed and/or intern hired

APPLICANT

1. Go to internvt.org
2. Review position descriptions and choose a position to apply to
3. Prepare application materials
4. Complete MATERIALS REVIEW FORM and upload materials (i.e. cover letter and resume) for review

VERMONT INTERN PROGRAM

1. Post and promote internship
2. Review application materials, give feedback and direct to employer website
3. Edit/manage listings
4. Follow up with Employer regarding outcomes; with Intern regarding VBSR Membership

SUPPORT FOR EMPLOYERS

All employers in Vermont are eligible to participate!

- 1) Post and promote positions
- 2) Assist with creating internships and managing interns to success:
 - ◆ Conceptualizing/structuring positions
 - ◆ Writing position descriptions
 - ◆ Appropriate compensation
 - ◆ Attracting interest in your position
 - ◆ Best practices for Internships
 - ◆ Supervising interns/millennials
 - ◆ Disciplinary Action
 - ◆ Employer responsibilities for hosting interns

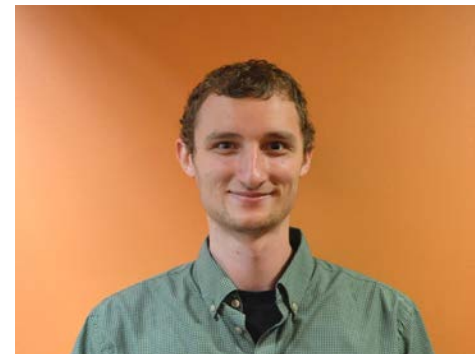
SUPPORT FOR INTERNS

Applicants receive:

- ◆ Support with the application process
- ◆ Advice on application materials
- ◆ Access to networking & professional development activities

Interns receive:

- ◆ Support throughout the internship
- ◆ **FREE Membership to VBSR!**



THE CASE FOR PAID INTERNSHIPS

U.S. Fair Labor Standards Act restricts employer's use of unpaid interns



Act applies to businesses with:

- ◆ Two or more employees
- ◆ Interstate commerce
- ◆ Annual sales of \$500,000 or more

Paid Interns:

- ◆ More committed to their work, their employer and their community
- ◆ Contribute dollars to Vermont's tax base
- ◆ Create a scenario of equal opportunity for applicants

Students of limited means do not have to choose between a position that will generate income and an internship experience that will further their career goals

PAYING INTERNS

All matters of HR and compensation are employer's responsibility. These can include:

- ◆ Payroll
- ◆ Workers Compensation
- ◆ Unemployment Compensation
- ◆ Health Insurance
- ◆ General Liability Insurance



Most positions \$10-15/hour depending on responsibilities and experience:

- ◆ \$10-12/hour typical for an entry level position
- ◆ \$12-15 typical if requiring autonomy, responsibility or previous experience

Current Vermont minimum wage is \$10.00/hour

HISTORY

- 2006: Next Generation Commission
 - Workforce Supply Gap!
- 2008: Vermont Intern Program launches (VDOL\$)
 - Leverage VBSR's connections
- 2013: Adjust to Job Market Supply & Demand
 - Application process online
 - Focus on outreach to Employers
 - Collaboration w/ Ed. Partners
- 2018: ACCD, VBSR and Beacon VT ??????

THANK YOU!

Roxanne Vought
Vermont Intern Program
Vermont Businesses for Social Responsibility
www.internvt.org



e: roxannev@vbsr.org
p: 802.862.8347 x21

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