



Tyson Foods Summer Community Internship Program

Technical Assistance Webinar

October 23, 2017

This webinar is being *recorded*



Agenda

- Background
- Resources
- Timeline/Deadline
- Applicant Eligibility/Obligations
- Student Eligibility/Obligations
- Application Instructions
- Job Description Guidelines and Template
- Applicant Selection



Background

The Tyson Foods Summer Community Internship Program is a partnership between Campus Compact and Tyson Foods to provide an invaluable opportunity for select college students to gain professional experience while making a positive impact in our community.

The program provides full-time college students an eight-week paid summer job to assist community organizations and gain experience with diverse social issues. In the summer of 2018, the program will provide 40 nonprofit organizations in the Chicago area, and Sioux City, Storm Lake, and Council Bluffs, Iowa with a grant of \$3,000-3,500 to hire a qualified college student for the summer.



Background: Campus Compact

Campus Compact is a national coalition of 1000+ colleges and universities committed to the public purposes of higher education. Campus Compact supports institutions in fulfilling their public purposes by deepening their ability to improve community life and to educate students for civic and social responsibility.

As the largest national higher education association dedicated solely to campus-based civic engagement, we provide professional development to administrators and faculty to enable them to engage effectively, facilitate national partnerships connecting campuses with key issues in their local communities, build pilot programs to test and refine promising models in engaged teaching and scholarship, celebrate and cultivate student civic leadership, and convene higher education institutions and partners beyond higher education to share knowledge and develop collective capacity.



Campus Compact



Tyson

Background: Tyson

Tyson Foods is underwriting this Program to help young adults realize their potential while making a difference in our community. To that end, we have partnered with Campus Compact to oversee and administer the Program.

Our combined efforts will ensure that nonprofits and college applicants have a productive and meaningful experience.

Resources

- Webpage:
 - <http://iacampuscompact.org/what-we-do/tyson-summer-interns/>
- Iowa Specific Instructions:
 - https://www.dropbox.com/s/s5apnryj5g8fczd/2017_Tyson_GrantApplication%20IOWA%20%20FINAL.pdf?dl=0
- Illinois Specific Instructions:
 - https://www.dropbox.com/s/d1zh0k8bpdh9n9a/2017_Tyson_GrantApplication%20ILLINOIS%20%20FINAL.pdf?dl=0
- Job Description Template:
 - https://www.dropbox.com/s/lo2lw1y1batg6id/2017_Tyson_JobDescription%20Guide%20FINAL.docx?dl=0

Timeline/Deadline

November 17, 2017	Organization host site and priority student application deadline
January 9, 2018	Organization orientation sessions in Sioux City and Chicago
June 4, 2018	<u>Iowa</u> intern kick-off and start date
June 18, 2018	<u>Chicago</u> intern kick-off and start date
June-July, 2018	Three, one-hour local training sessions in Sioux City and Chicago (dates and times TBD)
July 27, 2018	<u>Iowa</u> intern end date
August 10, 2018	<u>Chicago</u> intern end date

Applicant Eligibility

The following list of eligibility requirements applies to all grantees.

- 501(c) nonprofit or public organization (organizations focused on lobbying are not eligible)
- Located in Chicago, Illinois or near Sioux City (including Union, SD; Plymouth and Woodbury Counties, IA; and South Sioux City, NE), Storm Lake, or Council Bluffs, Iowa.
- Submit a complete online application and required attachments.
- Have the capacity to successfully supervise a quality internship experience, including orientation, training, daily guidance, and the ability to process payroll.



Applicant Eligibility

All organizations within the designated communities are eligible to apply, however **applications are especially encouraged from those focused on:**

- hunger relief,
- adult education, and
- immigrant services

Applicant Obligations

- Perform work outlined in your application
- Submit reports (Payroll report, student employee, evaluation, final project report, final financial report)
- Attend program orientation
- Publish a promotional story
- Pay student employee in equal payments
- Release student employee for bi-weekly trainings facilitated by Campus Compact
- Maintain regular communication with Campus Compact on performance issues



Student Eligibility

- Be a currently enrolled, undergraduate student who will be returning to college as a full-time (12 credit hours) sophomore, junior, or senior in the fall of 2018.
- Submit written enrollment verification to Campus Compact
- Meet all other employment requirements of the applicant organization



Student Obligations

- Agree to the responsibilities of the job and complete all 8 weeks of full-time employment
- Attend the kickoff event and 3 education sessions
- Work a minimum of 35 hours per week
- Create at least 4 social media posts about their experience
- Complete a post-program evaluation form providing feedback to the organization and about the program and its impact

Student Selection

- Campus Compact is seeking student applicants to help with the recruitment process.
 - See “[Student Information](#)” section of the program webpage
- Students provide the following:
 - Name, contact info
 - General interest in a summer position
 - Any potential scheduling conflicts
 - Resume
 - Two references
- Awarded organizations are not required to select from this list of student applicants



Applicant Instructions

1. **Applicant Information:** name, contact info
2. **Organization Information:** name, address, EIN

Applicant Instructions

3. Organizational Capacity (30% of total points)

- How is your organization equipped to effectively recruit, select, orient, and supervise a summer student employee? Please describe any past experience you have in this area and your staff capacity.
- Does your organization have a fiscal host? If yes, please provide contact information.

	0 to 4 points	5 to 14 points	15 to 24 points	25 to 30 points
Organization Capacity 30%	<i>Application does not describe organization's capacity whatsoever.</i>	<i>Application provides few details on how the organization is capable of recruiting, training, paying, supervising the student.</i>	<i>Applicant provides some details on orientation and training plan, has a payroll system, and recruitment strategy.</i>	<i>Applicant has a well-structured orientation and training plan, payroll system, and recruitment strategy.</i>



Applicant Instructions

4. Project Information (30% of total points)

- Tell us about your organization. This can include your mission, vision, strategic goals, and other relevant information. Please feel free to provide links to your web site, news stories, or other sites.
- What are the goals of your summer position? How are your goals linked to program priority areas of hunger relief, adult education, and immigrant services?

	0 to 4 points	5 to 14 points	15 to 24 points	25 to 30 points
Connection to program focus area 30%	<i>Applicant does not connect with any program focus areas whatsoever.</i>	<i>Applicant provides few details on how they are connected to one of the program focus areas.</i>	<i>Applicant has a clear connection to one of the program focus areas.</i>	<i>Applicant has a clear connection to a focus area and has incorporated the summer position into supporting those efforts.</i>

Job Description Template (40%)

The entire description will be reviewed for completeness, but these sections will receive the most attention from reviewers.

Responsibilities

- Position Purpose, Duties, Community Impact

Learning Objectives

- Career Development, Skill Development, Personal Growth and Development



Job Description Template (40%)

- Job Description Template:

- https://www.dropbox.com/s/lo2lw1y1batg6id/2017_Tyson_JobDescription%20Guide%20FINAL.docx?dl=0

	0 to 6 points	7 to 20 points	21 to 34 points	35 to 40 points
Job description 40%	<i>Job description is incomplete, few if any information about the student's responsibilities, and no learning objectives are present.</i>	<i>Job description is complete, but the duties are unrealistic, and learning objectives are not logically connected to the position responsibilities.</i>	<i>Job description is complete, the duties are realistic, and the learning objectives are logically connected to the position responsibilities.</i>	<i>Job description is complete, the duties are realistic, and the learning objectives are meaningful and offer the student the opportunity to develop personally and professionally.</i>

Applicant Selection

- Campus Compact will select applications for funding that demonstrate the ability to **develop a meaningful and purposeful job description** for a student employee. Applicants should also demonstrate their ability to **provide quality supervision and mentorship** of the student employee to complete all duties and tasks.
- Campus Compact may request clarification or consultation with the application prior to notice, but after the application deadline.

Reminders

- Deadline to apply: November 17, 2017
- Application and materials:
 - <http://iacampuscompact.org/what-we-do/tyson-summer-interns/>
 - Click on “Community Organization Information”
- Job Description Template:
 - https://www.dropbox.com/s/lo2lw1y1batg6id/2017_Tyson_JobDescription%20Guide%20FINAL.docx?dl=0



Questions?

Written responses will be posted in the FAQ section of the program webpage.