



**Campus Compact & Tyson Foods**  
**Summer Community Internship Program**  
2018 Handbook

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# Expectations

Iowa Campus Compact is excited to partner with you to support your mission and student learning! Below are some expectations that we require of you to help this program be successful.

## Promotional Story

We want to know how a Tyson intern helped your mission! We hope that your student will have a great and productive summer internship. We want to share and celebrate your success as much as possible. We want you to prepare a promotional story and help your student employee share their experience, too.

Ultimately, we want to learn and celebrate how your intern helped your organization. Please be prepared to submit a copy of your promotional story with your final report due August 3, 2018.

**Your promotional story**, press release, or blog should include the following;

- (1) Mention the award: Tyson Summer Community Internship Program
- (2) Identify Tyson Foods and Iowa Campus Compact as the grantor
- (3) Tell a compelling story of the intern's role in your organization
- (4) Include pictures and/or video if possible

**Your student employee** will also be asked to post four items on social media. They can discuss their project, career path, or highlight other experiences. Iowa Campus Compact will provide opportunities during the orientation and trainings for your students to meet this requirement. Please make sure to communicate with your intern about this and your expectations on what they include and whether they should seek your approval on what they plan to post.

## Employee Salary

Our grant agreement includes specific requirements for the distribution of the student employee's salary. Your grant award should be distributed in four equal amounts during the grant period. The salary is considered income and is subject to FICA and income tax withholdings.

Please be prepared to submit a copy of your employee's first paystub to Iowa Campus Compact in your Payroll Verification Report due June 18, 2018.

# Expectations

## Student Employee Orientation and Training

During the summer, Iowa Campus Compact will deliver an orientation and three trainings to your student employee. We realize that this can be a burden on some of your projects. Therefore, we are making every effort to ensure trainings are both meaningful to the students and not distracting to your summer projects.

### In-Person Trainings

The orientation and final training will be in-person in Sioux City, Iowa. The purpose of the orientation is to prepare your students for their summer internships. The final training celebrates the accomplishments of your student employee projects and helps them think about next steps in their career and community involvement. Your attendance is not required at either event, but we encourage you to attend the final training in support of your student employee!

### Video Conference Trainings

The other trainings will be delivered through an online webinar system. We use a video conferencing system called Zoom that can be used on a computer or smartphone. If you do not have reliable internet access for video conferencing, then your student employee can use the conference call function of Zoom. The purpose of the trainings is to help students build valuable workplace and community skills. We will spend some time at the organizational orientation discussing your priorities for these trainings. We want to help your student get as much out of this experience as possible!

### Release from work to attend trainings

Tyson and Iowa Campus Compact are dedicated to the current and future success of your student interns. Therefore, we are requiring that you release them to attend the program orientation and trainings.

Please let us know if the dates and times we propose will significantly disadvantage your project and internship experience!

# Expectations

## On site orientation

First impressions are everything. Start your student employee off with a great impression of your organization with a great orientation. We encourage you to think about the following topics when developing your orientation plan.

1. **Work Expectations:** Management, communication, and employee/ supervisor learning styles
2. **Organizational Background:** Mission, Vision, Strategic plan, and programs
3. **The Community:** Ensure your student employee understands who you serve and why they need your services
4. **Reporting policies:** What types of reports (if any) will the employee need to complete? By when? For whom? In what format? What resources are available to help them complete the report?
5. **Work related issues:** Who should your student employee contact if problems arise? Are there different contacts for different problems?
6. **Work plan:** Ensure your student employee understands their work plan. Review their activities, deadlines, resources, and expectations.
  - a. Ask your student employee if they understand the steps they will need to take to complete their work plan.
  - b. Ask if they have any immediate concerns or needs with respect to the work plan.
7. **Evaluation:** Tell your student employee how they will be evaluated, by whom, in what format, and when.
8. **Professional Development:** Does your student employee need additional training? Are there experiences the student is hoping to have while working at your organization?

# Performance Issues

## Communication

There are a few items that are important to communicate with Iowa Campus Compact should they change. All communication about the following items should be in writing (email). You are also welcomed to contact us by phone if you have questions or concerns.

When to notify Iowa Campus Compact	Timeline
The student employee or their supervisor demonstrate behavioral issues that may result in the immediate dismissal.	24 hours
The student employee fails to show up to work without prior written approval for two consecutive work days.	24 hours
The student employee resigns or requests to leave the program	24 hours
Any temporary or permanent change in the student employee's supervision	24 hours
The student employee demonstrates behavioral issues that result in disciplinary action	3 business days
The student employee's job description is amended	3 business days
Other changes that may affect the student employee's activities in the program	3 business days

## Code of Conduct

The grant agreement includes specific code of conduct agreement that you and your student employee must follow. The specific article is listed below.

If your organization already has code of conduct policies, then you are welcome to request a waiver from this section of the grant agreement. The process is simple and is outlined in article 6.1. Send Iowa Campus Compact your existing policies prior to when your student employee starts. We will review them to ensure you have something comparable to the grant agreement.

# Performance Issues

## ARTICLE 6. STUDENT EMPLOYEE CODE OF CONDUCT

- 6.1 WAIVER. Grantees who have existing employee code of conducts that meet or exceed the following requirements may request a waiver from Iowa Campus Compact. Waiver requests must be submitted in writing at least 5 days prior to the grant period. Waiver requests should include – at minimum – the grantee’s current behavior expectations and consequences for violating the behavioral expectations. Iowa Campus Compact will review the waiver request and respond within 2 business days.
- 6.2 EXPECTED BEHAVIOR. While acting in an official capacity as a Tyson Foods Summer Community Internship Program participant, the student employee is expected to complete all written and online documents or forms as required by Iowa Campus Compact, the grantee, and the supervisor. The student employee should also demonstrate respect toward others, follow directions of the supervisor, and direct concerns, problems, and suggestions to the supervisor or Iowa Campus Compact.
- 6.3 PROHIBITED BEHAVIOR. The grantee understands the following acts of the student employee will constitute a violation of the Program’s code of Conduct.
- a) Unauthorized tardiness;
  - b) Unauthorized absences (Employees may be excused for illness, but they are still required to notify their supervisor as soon as possible before their scheduled hours. If a student employee is absent because of illness for three consecutive days, a written excuse from a Medical Doctor is required. Student employees will get prior written authorization from the supervisor for non-medical excused absences). If an employee is absent for three consecutive days without notice or good cause, such absence may be grounds for termination;
  - c) Repeated use of inappropriate language at the grantee organization;
  - d) Stealing or lying;
  - e) Engaging in activity that may physically or emotionally damage other student employees or participants of the Program or the community;
  - f) Possessing or use of any illegal drugs during employment;
  - g) Consuming alcoholic beverages during the performance of job duties;
  - h) Being under the influence of alcohol or drugs during the performance of job duties;
  - i) Failure to notify the Program (within three days of the event) of any criminal arrest or conviction that occurs during the term of service.
- 6.4 CONSEQUENCES OF VIOLATING THE CODE OF CONDUCT. If the student employee fails to meet expectations of behavior described above, the grantee will proceed with the following steps:
- a) For the student employee’s first incident, the grantee will issue a verbal warning and document it for the student employee’s file;
  - b) For the student employee’s second incident, the grantee will issue a written letter of warning to the student employee and provide a copy for the student employee’s file.
  - c) For the student employee’s third incident, the grantee may be suspended for one or more days;
  - d) For the student employee’s fourth incident, the grantee may release the student employee from employment.
- 6.5 IMMEDIATE DISMISSAL. The grantee may immediately release the student employee, without proceeding through the aforementioned incident procedure, for cause if, in the judgment of the supervisor, his/her conduct undermines the effectiveness of the Program or the project to which he/she is assigned.

# Reporting

Below is the complete list of reports for the Tyson Foods Summer Community Internship Program. You may request an extension to any of the following reports by contacting Iowa Campus Compact. Please include a brief explanation and extension date in your request.

## **Payroll Verification Report (due 06/18/2018)**

The payroll verification report is quick and simple. Submit a copy of your student employee's first pay stub or payroll print out to Iowa Campus Compact. This report can be submitted by email or mail.

## **Project Report (due 08/03/2018)**

The project report includes two sections: project results and promotional story. The project results section asks the following questions:

- (1) **Challenges:** Please describe any challenges your project has faced.
- (2) **Partnership/Collaboration Development:** How has your summer project improved your partnership/collaboration with other organizations? Were any new partnerships developed as a result of your Tyson summer project?
- (3) **Other Accomplishments:** Please highlight any accomplishments that occurred as a result of your Tyson summer project that you would like to share with Tyson and Iowa Campus Compact.
- (4) **Attachments and Links:** Please attach any resources (presentations, documents created, etc.) or share links that your Tyson summer intern created to support your projects.
- (5) **Promotional Story:** Please share the link to your promotional story

The **promotional story section** asks you to share the link to your published promotional story.

Report: [https://iacampuscompact.formstack.com/forms/tyson\\_report](https://iacampuscompact.formstack.com/forms/tyson_report)



# Employee Evaluation

You don't know what you don't know and great evaluations can highlight successes and problems. We are asking you to complete an evaluation of your student employee as well as the program. We want the one you deliver to your student employee to be meaningful. Iowa Campus Compact will provide templates and tools should you need them. The program evaluation is a standard set of questions that you will complete with your final report.

## Employee Evaluation Suggested Process

The most important part of any evaluation is discussing the results. It is important that the supervisor and employee talk to each other about the employee's performance so that the student intern understands what they did great, not-so-great, and everything in between. By giving your Tyson intern a strong evaluation will help them become a better employee.

We suggest you use the following process when evaluating your Tyson intern.

- Ask the Tyson intern to complete their self-evaluation two weeks before their last day.
  - [Use the template below!](#)
- Ask the Tyson intern's supervisor to complete the employee evaluation two weeks before their last day.
  - [Use the template below!](#)
- Schedule a meeting during the last week of the Tyson intern's employment to discuss the results.
- Discuss the similarities between the two evaluations.
- Discuss the differences.
- The supervisor should provide truthful feedback to the employee. The supervisor should also request feedback on how they could better support future Tyson interns.

# Employee Evaluation

## Employee Self Evaluation Template

I feel that in general I ...

	Strongly Agree	Agree	Disagree	Strongly Disagree	NA			
Professionalism								
Was able to serve with limited supervision	7	6	5	4	3	2	1	0
Professionally interacted with students, clients, and/or staff	7	6	5	4	3	2	1	0
Regularly and consistently showed up on time	7	6	5	4	3	2	1	0
Responsibility								
Set priorities, anticipated needs, and avoided schedule conflicts	7	6	5	4	3	2	1	0
Followed through on tasks and projects	7	6	5	4	3	2	1	0
Had a high level of attention to detail	7	6	5	4	3	2	1	0
Regularly and consistently complete tasks on time	7	6	5	4	3	2	1	0
Performance								
Made significant improvements to programs and/or successfully sustained current programs	7	6	5	4	3	2	1	0
Was able to focus on a specific project or program	7	6	5	4	3	2	1	0
Was genuinely interested in serving at my organization	7	6	5	4	3	2	1	0

# Employee Evaluation

## Supervisor Employee Evaluation Template

I feel that in general this employee ...

	Strongly Agree	Agree	Disagree	Strongly Disagree	NA			
Professionalism								
Was able to work with limited supervision	7	6	5	4	3	2	1	0
Professionally interacted with students, clients, and/or staff	7	6	5	4	3	2	1	0
Regularly and consistently showed up on time	7	6	5	4	3	2	1	0
Responsibility								
Set priorities, anticipated needs, and avoided schedule conflicts	7	6	5	4	3	2	1	0
Followed through on tasks and projects	7	6	5	4	3	2	1	0
Had a high level of attention to detail	7	6	5	4	3	2	1	0
Regularly and consistently complete tasks on time	7	6	5	4	3	2	1	0
Performance								
Made significant improvements to programs and/or successfully sustained current programs	7	6	5	4	3	2	1	0
Was able to focus on a specific project or program	7	6	5	4	3	2	1	0
Was genuinely interested in serving at my organization	7	6	5	4	3	2	1	0

# Work Plan

We encourage you to create a work plan for your Tyson Intern. A work plan is a great resource to help new employee's complete complex tasks quickly. Below is the process Iowa Campus Compact uses to create work plans for each staff position. We have found it incredibly helpful and hope you do too!

## Work plan structure

The work plan is made of five parts; goals, objectives, action steps, metrics, and timeline. Each part is logically connected. When you write in items for each part, those should be logically connected as well.

Tyson Summer Community Internship Program: Work Plan Template			
Employee work plan: _____			
Timeline: 6/4/17 – 7/27/17			
Objectives	Action Steps	Metrics	Timeline
Goal:			

### Goals

Goals are broad, but achievable items for your Tyson intern to work toward. Goals should be specific enough to provide direction, but broad enough to have several objectives and action steps.

**Example goal:** Support existing and develop new networking and training opportunities

### Objectives

Objectives support your goal. They breakdown what you want your Tyson Intern to accomplish during their employment. Objectives are broader than action steps, but are specific than goals. You can have more than one objective for each goal.

**Example objective:** Coordinate three regional recognition events

### Action Steps

Action steps are specific items to be completed for the objective to be met. This usually means several action steps must be met for your Tyson intern to meet their objective. Action steps should be very detailed as they describe specific tasks for your Tyson intern to complete. Action steps can be independent of each other (you can do more than one at a time), but they must always connect to the objective.

# Work Plan

**Example action step:** Analyze evaluation results and write report on the event’s successes, challenges, and recommendations for improvements.

## Metrics

Metrics are the accountability piece of action steps. They tell the Tyson intern when the action step is complete. Metrics should be very specific and not independent from the timeline, action step, objective, or goal. They must all logically connect.

**Example metric:** Report finalized and presented to Program Coordinator and Executive Director.

## Timeline

The timeline is the last part of the work plan. The timeline connects directly with each specific action step and not more broadly assigned goal or objective. The timeline should tell your Tyson intern at the very least the action step’s deadline. If your project is complex, then you may also wish to add a start date. If the start or deadline is uncertain, then a range is certainly acceptable.

**Example timeline:** Completed within first two weeks.

## Example Work Plan

### Tyson Summer Community Internship Program: Work Plan Template

Employee work plan: EXAMPLE EXAMPLE EXAMPLE

Timeline: 6/4/18 – 7/27/18

Objectives	Action Steps	Metrics	Timeline
<i>Goal: Support existing and develop new Iowa College AmeriCorps Program networking and training opportunities</i>			
<i>Coordinate three regional recognition events.</i>	<i>Identify venues and communicate events to AmeriCorps program participants</i>	<i>Event venues identified  100% of participants notified by email and phone call.</i>	<i>Completed within first two weeks</i>
	<i>Assist program coordinator in developing event agendas, coordinating logistics</i>	<i>Agenda finalized and communicated to participants</i>	<i>Completed by 6/22/18</i>
	<i>Assist program coordinator in delivering event content</i>	<i>Event content is delivered  Collect event evaluations using standard IACC event evaluation form</i>	<i>Completed on 7/18/18</i>
	<i>Analyze evaluation results and write report on the event’s successes, challenges, and recommendations for future improvements.</i>	<i>Report finalized and presented to program coordinator and executive director.</i>	<i>Completed by 7/27/18</i>

# About

## TYSON FOODS

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 Iowa Campus Compact to oversee and administer the Program. Our combined efforts will ensure that nonprofits and college applicants have a productive and meaningful experience.

## IOWA 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. Iowa Campus Compact is a state affiliate with 21 member colleges and universities.

Visit [www.iacampuscompact.org](http://www.iacampuscompact.org).

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