

Campus Compact's Tyson Foods Summer Community Internship Program

PURPOSE

The Tyson Foods Summer Community Internship Program (Program) provides 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 nonprofit organizations and gain experience with diverse social issues.

The Program provides nonprofit organizations with a grant of \$3,000 to \$3,300 (amount varies by community) to hire a qualified college student to work full time for approximately eight weeks during the summer. [Learn about last year's grantee's](#) on the program page.

Organization host site applications must be [submitted using the online form](#) by 5 PM, Friday, October 26, 2018.

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

ABOUT ILLINOIS 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. Illinois Campus Compact is a state affiliate with 36 member colleges and universities. Visit www.illinoiscompact.org.

ABOUT 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.

TECHNICAL ASSISTANCE

Illinois applicants with questions can contact Natalie Furlett at nfurlett@depaul.edu or phone (312-362-7693).

Iowa applicants with questions can contact Justin Ellis by email (jellis@compact.org) or phone (515-235-4681).

A technical assistance webinar was held on Wednesday, October 9, 2018. Follow these links to view the [recording](#) and [slides](#).

GRANT AWARD

Campus Compact will award over \$120,000 to nonprofit organizations in Iowa and Illinois that can be used to hire undergraduate students as summer student employees. Each nonprofit will receive \$3,000 to \$3,300 (varies by community) to pay their student intern for two months of work at the nonprofit.

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), and
- Located in or near Sioux City (including Union, SD; Plymouth and Woodbury Counties, IA; and South Sioux City, NE), Storm Lake, or Council Bluffs, Iowa and the Chicagoland area, Illinois.
- Submit a completed 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.
 - New applicants may request payroll support if they can demonstrate significant barriers to this requirement.

All organizations within the designated counties are eligible to apply, however **applications are especially encouraged from those focused on hunger relief, adult education, and immigrant services.**

SELECTION

All Applicants

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.

Organizations can apply for more than one grant, however priority will be placed on providing support to the greatest number of organizations possible.

Campus Compact will prioritize agencies that connect to one of three focus areas: hunger relief, adult education, and immigrant services.

Campus Compact may request clarification or consultation with the application prior to notice, but after the application deadline.

Continuing Applicants

Applicants that received funding for positions in 2017-2018 are strongly encouraged to apply and will only need to complete some of the application questions (see below). These sites will also be evaluated on the following additional criteria:

- Performance reports
- Enrollment and retention rates
- Timely completion of program deadlines
- Agency and student employee attendance of program trainings

The following rubric will be used to evaluate continuation applications for this grant opportunity.

	0 – 6	7 – 20	21 – 34	35 – 40
Job description (40%)	Job description is incomplete, few if any information about the student’s responsibilities, and no learning objectives are present.	Job description is complete, but the duties are unrealistic, and learning objectives are not logically connected to the position responsibilities.	Job description is complete, the duties are realistic, and the learning objectives are logically connected to the position responsibilities.	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.

New Applicants

The following rubric will be used to evaluate new applications for this grant opportunity.

	0 – 4	5 – 14	15 – 24	25 - 30
Organization capacity (30%)	Application does not describe organization’s capacity whatsoever.	Application provides few details on how the organization is capable of recruiting, training, paying, supervising the student.	Applicant provides some details on orientation and training plan, has a payroll system, and recruitment strategy.	Applicant has a well-structured orientation and training plan, payroll system, and recruitment strategy.
Connection to program focus area (30%)	Applicant does not connect with any program focus areas whatsoever.	Applicant provides few details on how they are connected to one of the program focus areas.	Applicant has a clear connection to one of the program focus areas.	Applicant has a clear connection to a focus area and has incorporated the summer position into supporting those efforts.

	0 – 6	7 – 20	21 – 34	35 – 40
Job description (40%)	Job description is incomplete, few if any information about the student’s responsibilities, and no learning objectives are present.	Job description is complete, but the duties are unrealistic, and learning objectives are not logically connected to the position responsibilities.	Job description is complete, the duties are realistic, and the learning objectives are logically connected to the position responsibilities.	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.

ALLOWABLE COSTS

- The full stipend (\$3,000 - -\$3,300) for the job period paid four equal payments to the student employee. Each student's salary is to be treated as income to the student and is subject to FICA and income tax withholdings.
- The grant cannot be used for any purpose other than specified above. Organizations will be asked to sign a grant agreement with terms and conditions.

REQUIREMENTS

GRANTEE OBLIGATIONS

If accepted to participate in the program, agencies will be required to:

- Attend the in-person orientation session on November 15, 2018 in Sioux City, Iowa (Iowa grantees only)
- Assure the student employee meets any necessary employment requirements of the grantee and the program
- Recruit student and submit necessary paperwork by Friday, April 26, 2018
- Provide the student employee with projects and duties that fulfill a full-time summer internship
- Sign a grant agreement with Campus Compact agreeing to all terms and conditions
- Pay the full stipend (\$3,000 - \$3,300) for the job period in four equal payments (each student's salary is to be treated as income to the student, subject to FICA and income tax withholdings and provide a copy of first paystub to Campus Compact)
- Allow student to attend all scheduled summer programs and events and provide travel support as needed
- Issue a promotional story on your website that mentions this award is from Tyson Foods and Campus Compact (template to be provided)
- Develop at least 4 social media posts about their intern's experience (agencies without social media presence may coordinate efforts with Campus Compact)
- Effectively supervise the student employee
- Complete a post-program evaluation form providing feedback to the student and about the program and its impact

STUDENT ELIGIBILITY

To participate in the Program students must:

- 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 2019.
 - Submit written enrollment verification from their college or university confirming the student's enrollment status to Iowa Campus Compact prior to the start of the program in June (can include enrollment print-offs or emails).
- Must meet any additional employment requirements of the agency

STUDENT OBLIGATIONS

If accepted into the Program, students must:

- Agree to the responsibilities of the job and complete all 8 weeks of full-time employment
- Attend kick-off reception on June 3, 2019 in Sioux City (Iowa grantees only), or June 17, 2019 (Illinois grantees only)
- Attend two online trainings in mid-June and early-July
- Attend close out celebration event on July 26, 2019 in Sioux City (Iowa grantees only) or August 9, 2019 (Illinois)

grantees only).

- Provide full-time support to the agency
- 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

APPLICATION INSTRUCTIONS

Organization host site applications must be [submitted using the online form](#) by 5 PM, Friday, October 26, 2018.

Applicant Information (completed by all applicants)

- Name
- Title
- Email Address
- Phone number
- Will the applicant also serve as the intern's supervisor?
 - Yes
 - No

Supervisor Information (completed if necessary)

- Name
- Title
- Email Address (If awarded, IACC will send student applications it receives to [this email address unless otherwise directed](#))
- Phone number

Organization Information (completed by all applicants)

- Are you a continuing grantee from 2018?
 - Yes
 - No
- Name
- Address
- EIN

Organizational Capacity (completed by new applicants)

- 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 require payroll support from Campus Compact?
 - Yes
 - If yes, please briefly describe your organization's barriers to being able to distribute payroll to the student employee.
 - No
- Does your organization have a fiscal host?
 - Yes
 - If Yes,
 - Fiscal host name
 - Fiscal Host Address
 - Fiscal Host Main Contact Name

- Email
- Phone
- No

Project Information (completed by all applicants)

- 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.
 - [New applicants only](#)
- 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?
 - [New applicants only](#)
- Please describe any proposed changes from the previous year.
 - [Continuing applicants only](#)

Job Description Template (completed by all applicants)

- Attach Completed Job Description Template

JOB DESCRIPTION DEVELOPMENT GUIDELINES

Implementing a great summer job program can be a daunting task: What's your first step? How do you know if your organization can handle a summer employee?

Campus Compact is here to help you through the process. Below are ideas to get you moving in the right direction:

The best employment experiences are those that introduce the student to the challenges of the field. Allowing students to explore areas of interest while helping them focus on getting tasks completed are all important components. Consider allowing the student to wrestle with real challenges and ask them to come up with solutions. Their work should be impactful to the nonprofit, to the community you serve, and the professional development of the student.

RESEARCH & DISCOVER

Although it's tempting to want a student to help you out, your first steps are to get a feel for what your organization can and can't provide. Realistically ask yourself:

- Can you provide meaningful work for the duration of the internship?
- Is summer the ideal time for your organization to have a student?
- Do you have the physical space and capacity?
- Do you have the time and resources to effectively manage a student?

PLAN & DESIGN

After getting organizational buy-in for a summer student, your most important task is to design and develop a comprehensive job description. It will serve as a blueprint for the time you have with the student. It will also serve as your best marketing tool for connecting with a quality candidate. Spend time to craft a well thought out description. Be sure to include information that makes the Job and your organization unique.

Look to include:

- Learning objectives
- Daily responsibilities
- Short- and long-term goals
- Supervisor duties and responsibilities
- Evaluation process
- Policies and expectations
- Impact of the Job to the organization and community

SUGGESTED ACTIVITIES

We have found that college students can have meaningful summer service opportunities that can leave a lasting effect on your organization. Below is a list of capacity building interventions, outcomes, and activities that we think are best suited for college students.

Community Engagement: community asset mapping; level of community participation; use of community needs assessments; and leveraging resources/collaborative relationships

1. Example Short-term Outcomes
 1. Increased activities to expand awareness of the organization
 2. Increased diversity of partnership arrangements
2. Example activities
 1. Creation of an external website
 2. Procedures to regularly update external website

3. Regular staff/volunteer contribution to the website's blog
4. Development of a social media policy
5. Creation of social media accounts
6. Regular communication with key stakeholders (e.g., email, newsletter)
7. Creation of a place for clients/staff/volunteers to download program documents
8. Ongoing identification of potential partners
9. Development of brochures, newsletter, marketing materials
10. Ongoing management of event/client meeting invitations
11. An established procedure to reserve client or event meeting space
12. Meeting minutes are regularly recorded and disseminated
13. Event follow-up communication is regular and consistent

Organization Development: nonprofit incorporation; existence or adoption of systems related to human resources, finances, information technology; existence or adoption of specific policies and procedures; and fiscal controls

1. Example Short-term Outcomes
 1. Regular assessments of organization strengths and needs
 2. Regular assessments of external opportunities and risks
2. Example activities
 1. Development of an organization database
 2. Regular maintenance of an organization database
 3. Researching organizational management best-practices
 4. Annual reviews of state/federal regulations
 5. Maintain awareness of state/federal legislation
 6. Researching issue briefs
 7. Regularly reviewing current studies or evaluations
 8. Researching evidence based practices/model programs

Program Development: expansion or enhancement of program or service delivery; program monitoring; and evaluating program outcomes

1. Example Short-term Outcomes
 1. Increase the number of clients served
 2. Track types and amounts of program services provided
 3. Obtain client feedback
 4. Track client outcome data
2. Example activities
 1. Organized staff or volunteer training workshops
 2. Development of program training modules
 3. Development of curriculum for new or existing program(s)/event(s)
 4. Creation of an operations manual for new or existing program(s)/event(s)
 5. Development or implementation of a new program(s)/event(s)
 6. Development of a survey to research community need
 7. Regular data analysis performed on research
 8. Established program assessments or evaluation
 9. Regular data collection for tracking/reporting
 10. Evaluating community needs by GIS mapping
 11. Established process to collect oral histories from clients/community members

Resource development: diversified funding sources; financial sustainability; and donor development.

1. Example Short-Term Outcomes

1. Total revenue increases
2. Number of revenue sources increases
3. Higher ratio of grant applications submitted to applications approved
4. Funding from new sources
2. Example Activities
 1. Organize/support fundraising events
 2. Identify grant or other funding sources
 3. Write grants

Volunteer Management: expansion or enhancement of existing volunteer practices; volunteer recruitment and placement; and coordinating service opportunities

3. Example Short-Term Outcomes
 1. Increased visibility in the community
 2. Increased visibility on local college/university campuses
 3. Volunteer retention after the service project has ended
 4. Improved client services
 5. Increased agency program capacity
 6. Increased campus-community relationships
4. Example Activities
 1. Develop a new or update an existing written volunteer generation plan
 2. Establish formal partnerships for volunteer recruitment
 3. Establishment of a volunteer unit within the program or organization
 4. Creation of volunteer manual/training/curriculum
 5. Regular supervision and communication with volunteers
 6. Liability coverage or insurance protection for volunteers
 7. Screening and matching volunteers to jobs
 8. Regular collection of information on volunteer involvement
 9. Written policies and job descriptions for volunteer involvement
 10. Recognition activities such as award ceremonies for volunteers
 11. Annual measurement of volunteer impact
 12. Training and professional development for volunteers
 13. Training for paid staff in working with volunteers

JOB DESCRIPTION TEMPLATE

Use the information provided in this guide to complete the internship job description form below. Submit a completed description using this template with all fields completed fully and in detail and attach it to your organization host site application. If you are applying for more than one intern, you must create a separate application and job description for each intern spot requested.

Position Title	
Organization	
Department	
Address	
Supervisor Name	
Supervisor Contact	

TERMS OF EMPLOYMENT

- A. BACKGROUND CHECKS:** This position requires the following background checks.
 - a. <<List background checks, if applicable according to your organization’s policies and procedures>>
- B. ELIGIBILITY**
 - a. 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.
 - b. Submit written enrollment verification from their college or university confirming the student’s enrollment status to Campus Compact.
 - c. <<Describe other eligibility requirements, if applicable according to your organization’s policies and procedures>>
- C. WORK SCHEDULE & CONDITIONS**
 - a. This full time (35 hours per week) position.
 - b. This position is not eligible for sick, vacation, and holiday leave during employment.
 - c. <<Describe the conditions and special requirements for this position; including physical capabilities and travel.>>
- D. BENEFITS**
 - a. SALARY. The individual shall receive a \$3,000-3,500 salary (depending on location) distributed bi-weekly in equal amounts for the duration of employment.
 - b. PROFESSIONAL DEVELOPMENT. Campus Compact will provide an in-person orientation and three professional development opportunities to the employee.
 - c. <<Describe other benefits, if applicable>>
- E. EVALUATIONS**
 - a. The employee will receive an evaluation of their performance at the end of their employment from their direct supervisor. The evaluation also includes a self-evaluation and program evaluation.

RESPONSIBILITIES

- A. POSITION PURPOSE**

a. <<Illustrate project outcomes; including community impact. What will the student complete during their time?>>

B. DUTIES

a. <<Develop a list of key/core responsibilities based on the need for the position. How will the student's time and talent be spent?>>

C. COMMUNITY IMPACT

a. <<How will the student's project effect the community?>>

QUALIFICATIONS

A. <<Identify the qualifications necessary to do the job well; what experience and education is essential for a successful candidate.>>

LEARNING OBJECTIVES

A. CAREER DEVELOPMENT

a. <<How will the experience help your student apply the skills and knowledge they gained in the classroom to a professional environment? (i.e. working knowledge and understanding of nonprofit management, marketing, community engagement).>>

B. SKILL DEVELOPMENT

a. << What skills will your student learn that will lead to success in the workplace? (i.e. public speaking skills, time management, project management).>>

C. PERSONAL GROWTH AND DEVELOPMENT

a. << How will your summer employment improve the life of the student? (i.e. increased confidence, self-esteem, critical thinking).>>

SIGNATURE (this will be signed at the point of employment with the student)

Employee Name	Supervisor Name
Employee Signature	Supervisor Signature
Signature Date	Signature Date