



Tyson Foods Summer Community Internship Program

Grantee Orientation
January 16, 2019



Agenda

- Speed networking
- Overview of goals and expectations
- Work plans
- Intern training topics
- Reminders



Campus Compact



Tyson

Networking Activity



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 22 nonprofit organizations in the Sioux City, Storm Lake, and Council Bluffs, Iowa areas with a grant of \$3,000 to hire a qualified college student for the summer.



Goals & Expectations

Background

Recruitment

Expectations

Performance Issues

Reporting

Employee Evaluation



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.



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.



Recruitment

(1) Promotional Story

Grantee

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

Intern

- Post 4 stories to your organization's social media account

Do you or your intern need support in completing these requirements? Contact us! We will work with you to find a meaningful solution.

Expectations

(1) Promotional Story

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Expectations

(2) Employee Salary

- Should be distributed in four equal amounts
- Subject to FICA and income tax withholdings
- Cannot pay interns as contractors
- Submit payroll verification to IACC by 6/28/19

Do you or your intern need support in completing these requirements? Contact us! We will work with you to find a meaningful solution.



Expectations

(3) Student Intern Trainings

Kick off event & orientation

10am to 3pm, Monday, June 3, 2019

Morningside College, Sioux City, Iowa

Video conference trainings

Wednesday, July 10, 2019, 3pm to 4pm

Wednesday, July 19, 2019, 3pm to 4pm

Close out event

11am to 2pm, Friday, July 27, 2019

Morningside College, Sioux City, Iowa



Expectations

(4) Onsite Orientation

- Work expectations
- Organization background
- The community
- Reporting policies
- Work related issues
- Workplan
- Evaluation
- Professional Development



Performance Issues

Your Tyson intern is your employee, not Iowa Campus Compact's or Tyson's or their college/university's,

Performance Issues

Communication

- 24 hour notice to IACC of immediate changes (immediate dismissal or resignation of the intern or their supervisor)
- 3 Days notice to IACC of significant changes (behavioral issues that result in disciplinary action that may lead to their dismissal or substantive changes to the job description)

Code of Conduct

- Use Iowa Campus Compact's policy (in the agreement) or use your organizations.

Reporting

Recruitment (due April 30, 2019)

- Send an email with their name and contact information to rrogers@compact.org.

Payroll Verification Report (due 6/28/19)

- 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 8/9/19)

- Share success and challenges of your project.
- Upload or share a link to your promotional story.
- https://iacampuscompact.formstack.com/forms/tyson_report

Employee Evaluation

Process and tools are available in the Handbook!

Suggested process

- Ask the Tyson intern to complete their self-evaluation two weeks before their last day.
- Ask the Tyson intern's supervisor to complete the employee evaluation two weeks before their last day.
- 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.



Supervisor (online) Training Series

Recruitment

- 11am to 12pm, Monday, March 4, 2019

Workplans

- 11am to 12pm, Monday, April 8, 2019

On Site Orientation & Training

- 11am to 12pm, Monday, April 22, 2019

Effective Supervision

- 11am to 12pm, Monday, May 6, 2019



Campus Compact



Tyson

Workplans

(5 min break)



Workplan Structure

Tyson Summer Community Internship Program: Work Plan Template

Employee work plan: _____

Timeline: 6/4/17 – 7/27/17

Objectives	Action Steps	Metrics	Timeline
Goal:			

Workplan Structure

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>



Campus Compact



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Questions?

<p>Justin Ellis jellis@compact.org 515-505-6340</p>	<p>Ryan Rogers rrogers@compact.org 515-635-1603</p>	<p>Carly Bahnsen cbahnsen@compact.org 515-207-0049</p>
<ul style="list-style-type: none">• Grant agreement• Reports• Intern concerns• Other questions	<ul style="list-style-type: none">• Intern trainings	<ul style="list-style-type: none">• Event logistics