

Carnegie Mellon University

Dietrich College of Humanities
and Social Sciences

Pittsburgh Summer Internship Program

Commonly referred to as PSIP, the program provides financial support and resources to connect Dietrich College undergraduate students to their first internship experience at a non-profit, start-up or small business in the Pittsburgh area.

The goals of this program are to:

- Offer students learning opportunities through meaningful internship experience
- Provide local Pittsburgh start-ups, non-profits, and community organizations with capable interns to support their work
- Contribute to the strength and vibrancy of Pittsburgh as a great place to learn, live, work, and play

To host a summer intern:

New participating organizations can recruit one student who will complete up to 200 hours of work between mid-May and mid-August. Dietrich College will provide a \$3,300 stipend to student interns in PSIP.

Organizations must designate a supervisor with relevant expertise who will meet with the intern individually at least once per week. The work performed must make a meaningful contribution to the mission of the organization.

Connecting interdisciplinary studies:

The Dietrich College of Humanities and Social Sciences embodies one of the most varied groups of students all united by a common goal: confronting and solving society's most complex problems. These students engage in cross-discipline study and are capable of communicating, learning, exploring, and understanding the world in unique ways.



"This program does a great job in preparing students and providing organizations with interns that are ready on day one."

*-Dan Jackson
Data & IT Strategist, PACE*

What You Can Expect From PSIP

PSIP is designed for students who do not yet have professional experience or may be early in their academic career. As a result, we are looking for host sites that will:

- Meet with the intern regularly
- Help the intern adjust to the workplace
- Provide meaningful, impactful work
- Work with the intern to establish goals
- Teach the intern transferable skills
- Deliver constructive feedback
- Help the intern build their network
- Inspire career exploration
- Provide an appropriate working space
- Encourage reflection & communication

Intern Contributions:

In recent summers, PSIP interns have carried out mission-driven work at host organizations in areas such as:

- Data Analysis & Visualization
- Website Design
- Communications & Content Creation
- Database Management
- Software Development
- Capacity Building
- Community Engagement
- Process Improvement
- Events & Operations



Program Application Timeline:

Host sites must apply to host an intern for PSIP by mid-**November**.

Host sites are selected to participate and are notified in early **December**.

Resources are shared for host sites to write and post intern job descriptions on Handshake in **February**.

In **March**, students accepted to participate in PSIP apply to postings and host sites have a two-week window to complete interviews.

All host sites make offers to top candidates on the same day and Dietrich College facilitates additional interviews as needed.

Note: While participating in PSIP you are not guaranteed an intern, nor are you obligated to make an offer if you don't find an appropriate fit. See website for specific dates as available.

"The extra help that we get from PSIP is a win-win situation in my eyes. Every year we receive extremely motivated and easy-to-work-with individuals."

-Alexi Charalambides

Co-Founder and CTO of Lifeware Labs

Program Costs:

Participating organizations are expected to pay a program fee, per intern, to participate in PSIP. Host sites may reach out to the program coordinator regarding a fee waiver. Fee amounts are determined by host site revenue:

	\$250	Revenue less than \$500,000
Fee:	\$500	Revenue greater than \$500,000
	\$750	Revenue greater than \$1,000,000

Questions?

Contact Experiential Learning Coordinator, Bryce Yoder, at dietrichexperiential@andrew.cmu.edu

Ready to Apply?

You can find more information and a link to our host site application on our website!