

Q1.

Pittsburgh Summer Internship Program Host Site Expectations

Thank you for your interest in the Pittsburgh Summer Internship Program (PSIP) and in hosting an intern from the Dietrich College of Humanities and Social Sciences at Carnegie Mellon University. To access a full copy of the questions in this application, [click here](#).

The Dietrich College Pittsburgh Summer Internship Program is a unique program designed for students that are early in their academic career. Because these students have not yet had a professional experience, we ask that participating organizations work to meet the following guidelines:

- Host a maximum of 2 interns as they complete 175-200 hours of work between May 16, 2022 and August 12, 2022 (note: internship dates and hours per week are flexible as long as within the parameters above)
- Designate a supervisor with relevant expertise who will meet with the intern(s) individually at least once per week
- Provide the intern(s) with meaningful work assignments, clear expectations and adequate support to complete the tasks
- Work with the intern(s) to establish goals that relate to their professional aspirations
- Help the intern(s) understand how the skills they are learning will be transferable to other professional settings
- Deliver ongoing and regular feedback to the intern(s) in a way that promotes learning
- Assist the intern with building professional connections that are both internal and external to your organization
- Complete an evaluation of the intern(s) and program at the end of the summer
- Provide the intern(s) with an appropriate physical space to perform their work, including all necessary resources and equipment

- I have reviewed the program guidelines above and confirm that our organization will make every effort to provide a positive experience for the intern(s).

Q2.

Pittsburgh Summer Internship Program Student Intern Expectations

While participating in the program, **interns** will be expected to abide by the following expectations:

- Complete 175-200 hours of work at the host site
- Participate in the program's orientation and closing sessions
- Attend at least two PSIP professional development sessions offered during the summer Engage
- in ongoing critical reflection, including submission of two journal responses
- Adhere to all expectations, standards and criteria set by the organization
- Work with the supervisor to establish goals that relate to their professional aspirations
- Maintain open lines of communication with the supervisor and PSIP staff
- Seek out and initiate opportunities to contribute to the success of the organization
- Demonstrate an openness to critiques and a willingness to utilize constructive feedback Positively
- represent Dietrich College and Carnegie Mellon University by maintaining high levels of professionalism
- Share highlights from the internship experience at college events during the year

I have reviewed the program expectations above and confirm that our organization will make every effort to support the student(s) as they fulfill these expectations.

Q3. Organization Information

Organization Name:

Organization Website:

Q4. Please upload a copy of your logo to be used on our website (.jpg or .png file that is 72dpi and at least 700px wide).

Q5. What is the mission of your organization?

Q6. How would you classify your organization?

- For-profit business
- Non-profit organization
- Start-up
- Other

Q7. Please specify how you would classify your organization:

This question was not displayed to the respondent.

Q8. Organization Contact

This person will receive all correspondence about the program throughout the intern hiring process.

Name:

Job Title:

Email Address:

Phone Number:

Q9. Will the person listed above also be the intern supervisor?

The intern supervisor will be expected to meet with the intern(s) individually once per week and will receive all correspondence about the program once interns have been hired, and throughout the summer.

Yes

No

Q10. Intern Supervisor

This question was not displayed to the respondent.

Q11. Alternate Supervisor

In the event of the supervisor's absence (e.g. vacation, medical leave, etc.), who will be designated to supervise the intern during the interim?

Name:

Job Title:

Email Address:

Phone Number:

Q12. Work Location

This program is designed to support students that have not yet had professional experience. As a result, the in-person experience and direct, hands-on supervision are paramount. Please provide the address where the intern(s) will perform their work:

Q13. Has your organization participated in the Pittsburgh Summer Internship Program before?

Yes

No

Q14. How did you hear about the program?

Q15. Does your organization currently offer summer internship opportunities, not including PSIP, for undergraduates?

- Yes
 No

Q16. If yes:

How many internship opportunities do you typically offer?

What is the average hourly rate paid to these interns?

Q17. Program Participation Fee

The Pittsburgh Summer Internship Program financially supports students by providing a \$3,000 stipend to students who are completing internships with participating organizations.

All participating organizations are expected to contribute a program fee of \$250, \$500 or \$750 based on annual revenue. Organizations who wish to request a waiver of this fee may do so by providing a rationale along with the appropriate documentation.

This fee, which is required for each intern, will be due *after* an intern accepts a position with your organization with a remittance deadline of June 1. Payments are accepted by check or wire transfer.

Q18. Please select the statement that reflects your organization's financial circumstance:

Note: If you're a branch office of a broader umbrella organization, please evaluate the following statements based on your local branch's financial circumstances.

- Revenue is greater than \$1 million and we plan to pay the \$750 program fee for each intern we host
 Revenue is between \$500,000 and \$1 million and we plan to pay the \$500 program fee for each intern we host
 Revenue is less than \$500,000 and we plan to pay the \$250 program fee for each intern we host
 We plan to request a waiver

Q19. Non-profit organizations: Send your Form 990 along with rationale for why you cannot pay the fee to kpiatt@andrew.cmu.edu.

For-profit organizations: Send your budget or P&L/expense and revenue statement along with a rationale for why you cannot pay the fee to kpiatt@andrew.cmu.edu.

Q20. Internship Opportunities

Each organization will be able to host a maximum of two interns during summer 2022. Official job descriptions will be required in January 2022 when the student application process begins.

The PSIP Committee is looking for internship opportunities that provide meaningful work that contributes to the mission of the organization and the vibrancy of the Pittsburgh community along with strong supervision and mentorship.

Q21. How many PSIP interns would you like to recruit?

- 1
- 2

Q22. Please provide the anticipated job title(s):

Note: these can be changed if needed

Q23. What are some examples of meaningful projects and assignments your intern(s) could do? Examples of prior internship work welcomed, though not required.

Q24. How do you plan to provide the intern(s) with professional development, mentoring and meaningful feedback?

Q25. One of the goals of PSIP is for interns to consider Pittsburgh a great place to live, work, learn and play. How will the intern(s) be exposed to the city while interning with your organization?

Q26. Carnegie Mellon University and Dietrich College for Humanities and Social Sciences value a dynamic and diverse community in which all members contribute to an inclusive environment. How does your organization promote equity, diversity and inclusion?