



Impact Interns: Summer 2021

Host Organization Expectations and Program Outline

About Impact Interns

The Impact Interns program is a pipeline linking Do Good students from the University of Maryland to internship opportunities with impressive social impact organizations.

The program is designed to provide Do Good Institute partners and collaborators with knowledgeable and skilled interns, and to provide emerging social sector leaders with meaningful opportunities to gain professional experience, develop skills, build a professional network, and learn about local community needs.

Adapted from the [Philanthropy Fellows Program](#) launched in 2011, Impact Interns has pivoted to now include both undergrad and graduate students, as well as internships outside of the philanthropy sector. We kicked off this program during Summer 2020 and have since worked with seventeen students and fifteen organizations. This summer, we hope to work with at least 20 organizations and 20 students.

In this document we have outlined important deadlines, expectations, and program elements, which we request you review carefully.

If there are any specific questions about the materials attached, please email impactinterns@umd.edu.

Availability & Deadlines

Students are available 20-40 hours per week starting in June and lasting 8 to 10 weeks. If they are required to work outside of those dates, please communicate with the student individually.

Process & Timeline

Step 1: Organizations interested in hiring an intern should attend an information session hosted by the Do Good Institute to learn more about the program. Info sessions will be hosted in January and February of 2021. If you are unable to make an info session, you must set up a phone call with Megan Masterson before submitting an application to host an intern. To coordinate, please email meganjm@umd.edu.

Step 2: By Tuesday, February 9, you should fill out the [application form](#) and grant request (if applying for funds). Decisions will be made by February 12 and job descriptions will be finalized by February 19.

Step 3: Students will apply to be a part of the program March 8-March 26. Job descriptions will be available on the Do Good Institute website.

Step 4: By April 1, the Do Good Institute will conduct an initial review of applicant resumes and usually provides three to five possible candidate matches to the organizations to interview by

April 16.

Step 5: Organizations review candidate materials and work directly with students to schedule interviews. Members make an offer directly to the student and arrange hours and pay. It is required that all students are paid at least \$15 an hour. Organizations should also take into account minimum wage laws, where applicable. The hiring process should be complete by April 23 at the latest.

The following table highlights a number of key dates:

Application Form Due:	Position Descriptions finalized with DGI feedback by:	Student Application Deadline	Interview Dates	Impact Interns Chosen	Internship Start and End Date
Feb 9 Decisions by Feb 12	Feb 19	March 26	<ul style="list-style-type: none">• Organizations receive candidates April 1• Interviews conducted April 5-April 16	Positions finalized and offers accepted during the week of April 19	First week of June – Mid-August

Costs

For Summer 2021, the Do Good Institute may grant up to \$2,500 to each nonprofit organization to support an Impact Intern's salary. In order to be considered for a grant, you must fill out the application form [here](#). Grant decisions will be made, and organizations will be notified of funding decisions no later than February 12, 2021.

It is required that all students are paid at least \$15 an hour, either by stipend or by hourly wage. **Payment processing is the responsibility of the host organization** and must align with any necessary local and federal employment laws.

If you are awarded a grant, Do Good Institute financial support will be issued in the form of a grant to the organization, with the requirement that the grant be used solely to pay the Impact Intern's salary.

Just as you would when hiring a new employee, Impact Intern host organizations are expected to have made internal arrangements for paying their Intern before their Intern begins working. Please note that host organizations are required to cover applicable fringe costs.

Expectations of Host Organizations & Intern Supervisors

The Impact Interns program is intended to provide students with substantive and meaningful professional experience in social impact work, and to provide partner organizations with skilled support to increase their capacity. High quality Impact Intern positions engage interns in some aspect of the practice of social impact work. Characteristics of successful positions include:

Work Plans: The supervisor, in partnership with the intern, should design a work plan and set goals that are agreed upon by both the intern and the supervisor. Work plans can change as you get to know your intern's strengths and interests, but you should have some clearly defined tasks and projects ready at the outset of the internship so that the intern can hit the ground running. The work plan should be submitted to impactinterns@umd.edu no later than the end of your intern's second week. Please note that this program is not intended to be used for administrative/office management support. Such duties should not take up more than 10 percent of an intern's time.

Long-term Project: While Impact Interns can assist with the day-to-day functions of the organization, to ensure a meaningful experience that allows your intern to learn and grow in their role, we strongly recommend the internship include substantial contributions to and or/leadership over specific projects. The intent is to ensure that your intern completes the internship having made a meaningful and substantive contribution to the organization.

Supportive Supervision: One staff person should be the designated supervisor of the Impact Intern. The supervisor should meet virtually and on a regular basis with the intern to provide feedback, give interns opportunities to ask questions, and to make sure that the intern is making appropriate progress on their work and goals for the internship.

Work Schedule: The supervisor and Impact Intern should develop a mutually agreeable work schedule. You should expect your intern to complete their internship obligations within the agreed upon number of hours. Please be mindful of the fact that your intern must be able to work virtually, pending COVID-19 restrictions.

On-boarding: The supervisor should conduct a formal on-boarding process to introduce the intern to staff, the work of the organization, and to fully incorporate them into the organization. Impact Interns should be invited to attend staff meetings as appropriate and as their schedule allows.

Evaluations: The supervisor is asked to conduct an evaluation of the intern, at the midway and at the end of the internship. These should be seen as opportunities to check in, identify any areas for growth or new areas of work for the intern, and to assess progress against the goals set at the beginning of the year. If you need help with this, or would like to better understand how you may conduct these conversations, please reach out to Megan Masterson.

Mentorship: The supervisor should be willing and able to serve as a professional mentor for their intern and to facilitate the intern's networking and community exposure.

Professional Development & The Do Good Institute Offerings

The Do Good Institute at UMD may provide occasional professional development opportunities and will be hosting periodic check-ins with the Impact Intern cohort throughout the summer. Organizations should support their intern's professional growth by enabling their participation in these programs and should expect that around one hour per week will be spent on professional development in some capacity. Interns are expected to be paid during this time.

Frequently Asked Questions

Please read carefully!

1. ***How will my intern be paid?*** Just like any other employee, organizations must pay their intern directly. How you work out the pay arrangements is completely up to you and your organization. Please be sure to identify how you will be paying your intern in advance of your intern's start date. If paying your intern directly is a problem, let us know. Grants from the Do Good Institute may cover up to \$2,500 of the intern's salary.
2. ***Is it mandatory that my intern work virtually?*** We will be closely monitoring University of Maryland and CDC guidelines as it relates to in-person programming during COVID-19. There may be a possibility for your student to work in person, however, we recommend that you plan for an entirely virtual internship given the current state of the pandemic. If possibilities arise for in-person programming, in-person attendance is up to the discretion of the student.
3. ***When will my intern start? How many hours will they work?*** That is up to you and your intern. Just like hiring any other employee, you will discuss and agree to a mutually convenient start date, hours, and schedule. To allow for a meaningful period of time for the internship, we ask that you arrange for your intern to start work no later than June 16, 2021. We recommend that interns work at least 20 hours a week.
4. ***Could my top candidates be interviewing for other positions?*** Yes. During the matching process we try to avoid duplication, but some students are matched with more than one position based on their qualifications and interests. Just like hiring any other employee, there is a chance your candidates may be interviewing for other positions within and outside this program, so we recommend that you proceed quickly with interviewing and making an offer to your top candidate.
5. ***Am I guaranteed an intern?*** No. While we will try our absolute best to ensure you are paired with an intern, the process must be mutually matched. Your candidates may be interviewing for other positions and may withdraw their application if they accept another opportunity. If this happens, we will attempt to make additional matches, however, a match is not guaranteed.
6. ***Am I obligated to hire one of my candidates?*** No. We hope that you are able to make an offer to one of your candidates but realize that sometimes there isn't a good match.
7. ***Can I hire more than one intern?*** Absolutely! However, the Do Good Institute grant, if awarded, is only able to provide \$2,500 of support per organization, regardless of the number of interns.

Other questions? Contact impactinterns@umd.edu.