



Summer Affirmative Action Internship Program 2016

Application Instructions for UW-Extension

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Summer Affirmative Action Internship Program 2016: Application Instructions

Introduction: What is the Summer Affirmative Action Internship Program?

The Summer Affirmative Action Internship Program (SAAIP) is an internship program designed to recruit college students from underrepresented groups for summer employment that will expose them to new experiences and potential career paths within UW-Extension. Internship positions are created by divisional faculty and staff to provide students with a wide-range of learning experiences. Successful internships provide meaningful, professional-level experiences to students and encourage them to consider future career options with UW-Extension.

The SAAIP is offered collaboratively between the Wisconsin State Department of Personnel Management (formerly the Office of State Employment Relations), the UW-Extension Office of Equity, Diversity, and Inclusion, and the local internship supervisor or hiring authority. The hiring authority develops the position description, conducts targeted outreach efforts and marketing, evaluates the candidates, and selects the final candidate. The Department of Personnel Management (DPM) assists by sharing the position announcements with their applicants, and encouraging diverse applicants to apply with the hiring authority. The Office of Equity, Diversity and Inclusion (OEDI) provides administrative coordination, offers support to hiring authorities, and selects the positions. SAAIP utilizes a shared funding model, with 50% funding from the chancellor's office and 50% funding through the hiring authority.

UW-Extension is an equal opportunity employer and no qualified applicant will be eliminated from consideration; however, active recruitment of students for this program will be focused on groups of students who are underrepresented in the department or division that is sponsoring the internship. Depending on the position and the department, these groups may include racial/ethnic minorities, women in traditionally male-dominated areas of study, veterans, and students with disabilities.

In past years, the SAAIP has been very successful for UW-Extension and our student interns. Please review the following information, and contact [Angela Terrab](#) with your questions.

Timeline

- **October 26, 2015:** “[Summer Affirmative Action Internship Program 2016 Application](#)” opens to UW-Extension faculty and staff.
- **November 25, 2015:** Proposals due. Submit proposals online by filling out the application available at https://uwex.qualtrics.com/SE/?SID=SV_71KDOT56CBO1fSt. Late applications will not be considered.
- **December 14, 2015:** Successful applicants will be notified.
- **December 17, 2015:** The DPM posts SAAIP internship applications for students to [wisc.jobs](#).
- **December 2015 – March, 2016:** UW-Extension hiring authorities post and recruit for SAAIP positions.
- **March 4, 2016:** Student deadline to apply to SAAIP via the DPM’s [wisc.jobs](#) application.
- **March - April, 2016:** Internship supervisors interview and hire interns.
- **May – August 31, 2016:** 2015 Summer Affirmative Action Internship Program takes place.
- **June 9, 2016:** Employment Seminar, 8:30 a.m. to 12 p.m. All interns and intern supervisors are encouraged to attend.
- **August 30, 2016:** Program evaluations completed by interns and supervisors.
- **August 31, 2016:** Last day of internship funding reimbursement. Interns may continue to work past August 31, but they will not have payroll costs reimbursed through the SAAIP.
- **September 2016:** Supervisors send invoices to [Angela Terrab](#) to receive SAAIP reimbursement for up to 50% of approved interns’ salary costs.

Changes for SAAIP 2016

Past applicants to the SAAIP should make note of the following changes to this year’s program:

- UW Colleges internships will **not** be eligible for 2016 SAAIP funding, due partially to low participation in the 2015. We will reevaluate offering SAAIP funding to UW Colleges participants in 2017, as interest and resources permit.
- The timeline for application and decision for SAAIP 2016 has been moved up in order to better accommodate the needs of our program partners at the DPM. Applications for funding will be due Wednesday, November 25, 2015.
- Hiring authorities will be asked to request a funding award amount. In past years, SAAIP administrators have determined an award amount based on the intern’s estimated hours worked. This year, in an effort to promote clarity and transparency, actual funding will be determined by the request amount. As in past years, the OEDI may provide partial awards in order to support broad program participation.

How to Apply: Responsibilities for the Hiring Authority

Successful SAAIP applicants will receive reimbursement for up to 50% of their approved internship salary costs. Please review the steps below before applying for SAAIP funding:

Before You Begin

- Evaluate your needs. Do you have meaningful work to offer an intern? Will you be able to provide support and mentorship for your intern? (For more information on creating a meaningful internship, see [“The Hiring Authority’s Guide to a Successful Internship Program.”](#))
- Confirm with your [Human Resources representative](#) that you can submit an internship application. Identify the funding stream to cover your portion of internship costs. Most funding will come from a UW-Extension funding strings. We may accept alternate funding if (1) the intern works with and is supervised by a UWC/UWEX employee and (2) is engaged primarily in UWC/UWEX work. Please contact [Angela Terrab](#) if you have any questions regarding your internships eligibility for SAAIP funding.

Filling Out and Submitting Your Application

- Review the [“SAAIP Internship Selection Criteria,”](#) [“Best Practices for SAAIP Applications,”](#) [“Application Examples,”](#) and [“SAAIP FAQs”](#) (below).
- Review the [“Application Questions”](#) (below). While you must submit an [online application](#) to be considered for SAAIP funding, you may wish to prepare and save your answers in a separate document before applying.
- Fill out the online application at https://uwex.qualtrics.com/SE/?SID=SV_71KDOT56CBO1fSt. Applications are due by Wednesday, November, 2015. Late applications will not be accepted.

After Your Application Has Been Accepted

Recruitment and hiring procedures vary by division. Hiring authorities may need to assist with local targeted outreach efforts and marketing. Hiring authorities will also evaluate the candidates and select the final candidate.

SAAIP Internship Selection Criteria

Every year, the Office of Equity, Diversity, and Inclusion receives more SAAIP applications than we are able to fund. The OEDI evaluates all internship submissions and selects those to be funded based on, but not limited to, the following criteria:

- The extent to which the employment experience will provide meaningful and substantive work experience for the student intern;
- The extent to which the internship is directed toward reaching and including underrepresented populations in Wisconsin;
- The likelihood of successfully recruiting underrepresented group members to fill the position;
- The extent to which the supervisor fulfills or is willing to fulfill the responsibilities outlined under Supervisor/Department Responsibilities;
- Whether or not the supervisor or employing department has previously received SAAIP funding; and
- Distribution of positions across UW-Extension divisions.

Applications are due on **Wednesday, November 25, 2015**. Late applications will not be accepted. Successful applicants will be notified by December 14, 2015.

Internship Position Information

The following tips should be used to complete the [Summer Affirmative Action Program 2016 Application](#). For a full list of application questions, see [Appendix A: Application Questions](#).

Request Award Amount

Enter the dollar amount of your award request. The SAAIP will reimburse 50% of your intern's payroll costs, up to your maximum award amount. Your request should reflect a reasonable estimation of 50% of your intern's payroll costs.

For the 2016 program, all awards will be \$2000 or less. A \$2000 SAAIP award would support 50% of internship costs for a 400 hour internship (e.g. 40 hours per week over 10 weeks) at \$10.00 per hour. Depending on the duration, expected hours per week, and hourly wage of your intern, you may need less than this. In 2015, the average award granted was about \$1700.

The maximum value of this field is 2000. This field accepts integers or decimals only (e.g. "1500" or "1500.00" instead of "\$1500").

Estimated Start Date

Please enter the date in **mm/dd/yyyy** format. We expect most internships to start at the beginning of the summer session, either in late May or early June.

Estimated Duration

Enter an **integer only** for this field (i.e. "10" instead of "10 weeks"). Most internships will last from 10 to 15 weeks. This field will accept values from 5 to 20.

Please note that SAAIP funding cannot be extended past September 1, 2016. You may continue to employ your intern after this September 1, but the SAAIP will not reimburse you for expenses incurred after this date.

Hours per Week

Enter an **integer only** (i.e. "35" instead of "35 hours per week" or "30-40"). This field will accept values from 5 to 40. Past internships have ranged from 10 to 40 hours per week.

Hourly Pay Rate

Enter an **integer or decimal** for this field (i.e. "9" or "9.00" instead of "\$9.00" or "\$9.00 per hour"). This field will accept values from 7.25 to 15.

Pay rates from the 2015 SAAIP ranged from \$8.50 to \$12 an hour. Please keep your hourly pay in line with that of other student employees.

Brief Summary of Duties

Successful applications are specific yet succinct. When possible, give names and/or descriptions of specific projects that the intern will be working on and the intern's projected role in that project.

Remember that the internship is a targeted experience that is intended to create positive, lasting relationships between the intern and UW-Extension. Interns who have ownership over one or two larger projects tend to learn more and have a more positive experience than interns who are relegated to supporting roles in projects all over the department or who feel that they are being asked to complete "busy work."

Required/Preferred Knowledge and Skills

Please be specific. These are skills and requirements as they might appear on a job listing.

Preferred Field(s) of Study

Use CTRL+Click to select up to three fields that best pertain to your intended internship. These fields will be used to recruit qualified applicants.

Recruitment Plan

Where will you advertise the job listing? How will you reach out to targeted candidates including members of racial/ethnic minorities, women, veterans, and the disabled? Successful applications have sometimes referred to specific community groups, websites, and institutions that will be contacted for recruitment purposes.

Past applications have successfully summarized a recruitment plan in 50-100 words.

Application Examples

These are examples of well-constructed applications. Note that, while some of these examples are adapted from positions that previously received funding, there is no guarantee that these or similar positions would receive funding this year. The selection criteria above, including institutional and geographic distribution of SAAIP positions, will determine which positions receive funding.

Example #1

Internship Job Title: Community Economic Development Intern

Estimated Start Date: May 27, 2013

Hourly Pay Rate: \$12.00/hour

Estimated Hours per Week: 30-40

Brief Summary of Duties: Throughout 2013 [we] will lead the formulation of a Countywide Economic Development Strategy, collaborating with the County Economic Development Alliance, County Government, local municipalities and private sector partners. Utilizing the Asset-Based Economic

Development model, the focus will be on identifying key strengths of the County and its communities and developing strategies to create durable economic progress.

The Extension role is to lead facilitation, research, and education regarding economic conditions, trends, key concepts and strategies to increase capacity for local governments, institutions, businesses and citizens. The Community Economic Development Intern will provide critical research and outreach support to the Educator in collecting information and delivering educational programs to a wide variety of local stakeholders. This may include [the] collection and dissemination of research and survey data, support[ing] workshops and public forums, and directed engagement with traditionally underrepresented populations.

This Internship provides the unique opportunity to participate, support, and learn from a high-profile economic development capacity building project with a range of UW Extension faculty and educators. The County Educator will lead the process, with dedicated support from Extension Specialists and Teams. The Intern will have the opportunity to play a role in all parts of the planning and analysis process, engage with local and state community and economic development professionals, and be exposed to the planning and implementation of a comprehensive county Extension program.

This internship is designed as a positive educational work experience contributing to career development in community and economic development, and serve as a hands-on introduction to University Extension programs. Intern will be provided mentorship and access to University faculty and resources for professional development.

Required Knowledge/Skills: Advanced undergraduate student, or recent graduate, in Real Estate Development, Economics, or similar field. Coursework in areas regarding community development, economic development, and/or urban planning. Knowledge of community and economic development tools and concepts.

Preferred Knowledge/Skills: Graduate student, or recent graduate, in Urban & Regional Planning, Public Administration, Real Estate, Economics, or similar field. Experience working on applied research and outreach projects regarding community and economic development. Experience engaging communities traditionally not engaged well by traditional economic development, including Hispanic/Latino households and businesses.

Preferred Field(s) of Study: Urban Planning, Economics, Public Affairs/Policy/Admin, Real Estate/Urban Land Economics

Recruitment Plan: Women are the targeted AA group for [our department]. I will work with existing relationships with area Colleges and Universities, including UW-Madison, UW-Whitewater, UW-Milwaukee, Gateway Technical College, and their relevant departments to distribute the announcement. I have strong relationships with individuals at each institution. I will also provide the Posting to local community and economic development groups, job posting sites, and State-wide associations. Social media channels will also be utilized.

Example #2

Internship Job Title: Family Living Intern

Hourly Pay Rate: \$10

Estimated Hours per Week: 32-40

Brief Summary of Duties:

The intern will work in close collaboration with a cross-program team with specific responsibilities to:

- Assist in planning, facilitating, and evaluating a summer Independent Living Skills program for teens transitioning out of foster care in cooperation with County Health and Human Services, with direct responsibility for leading several of the sessions.
- Assist in planning, facilitating, teaching, and engaging youth in multiple venues.
- Assist in day-to-day activities with the Get Moving! Program.
- Other duties as assigned in an effort to provide the intern with an overview of the scope of cooperative extension programming.

Required Knowledge/Skills:

- Background in education or social services with demonstrated educational facilitation skills. Ability to work collaboratively as a member of a team to plan, implement, and evaluate community-based, non-formal educational programs that reach, and are accessible to, a diverse audience.
- Ability to teach and communicate ideas effectively verbally, in writing, and through educational technology to adults and youth.
- Demonstrated ability to value individual and cultural differences.
- Demonstrated willingness to learn on an ongoing basis.
- Ability to adapt to changing programming and workplace priorities.
- Basic computer skills including the ability to use word processing and the Internet.
- Own transportation to and from community-based work sites.

Preferred Knowledge/Skills:

- Work or volunteer experience with socially, economically and/or ethnically diverse populations.
- Ability and willingness to work outdoors.
- Proficiency in Spanish and / or American Sign Language.

Preferred Field(s) of Study: Physical Education/Recreation; Primary/Secondary Education; Social Services

Recruitment Plan: With our growing Latino population, we will do our best to recruit through our many contacts in the Latino community such as churches, gathering places, and media contacts that serve

Spanish speaking customers. Additionally, we will recruit in the Deaf community as our county is the home of the Wisconsin School for the Deaf. We have many contacts in the Deaf community.

Example #3

Internship Job Title: Talk Radio Intern

Estimated Start Date: June 3, 2013

Hourly Pay Rate: \$10.00

Estimated Hours per Week: 20

Brief Summary of Duties: Serve as on-air producer for live talk programming, including screening listener calls and emails; keep current on issues of importance & interest to listeners, attend scheduled editorial meetings to suggest call-in topics; provide program hosts with background material, suggested introductions and questions; create & update social media and website content for Joy Cardin Show; other duties as assigned.

Required Knowledge/Skills: Basic computer and online skills. Competent written and oral communication ability Ability to work independently and meet deadlines Interest in developing broadcast skills

Preferred Knowledge/Skills: Knowledge of and interest in state and national news, politics, current and cultural affairs Social networking skills Familiarity with/knowledge of broadcast journalism

Preferred Field(s) of Study: Digital Media, Journalism, Radio/Television/Film

Recruitment Plan: [We] would do outreach recruiting using the PEOPLE program staff and recruiting using our established array of contacts through our community resource groups locally and regionally.

Contact Information

For general SAAIP questions, contact:

- Angela Terrab | angela.terrab@uwex.uwc.edu | 608-262-0277

For questions related to your division's hiring procedures, contact your Human Resources representative:

BAMI

- Carla Anderson | carla.anderson@vilas.uwex.edu | 608-263-2163
- Betsy Nelson | betsy.nelson@vilas.uwex.edu | 608-262-5221

CEOEL

- Melissa Mayo | melissa.mayo@uwex.edu | 608-265-9378
- Kurt Rose | kurt.rose@uwex.edu | 608-265-0530

Cooperative Extension

- Auric Gold | auric.gold@ces.uwex.edu | 608-890-3814

DEED

- Donna McLaughlin | donna.mclaughlin@uwex.edu | 608-263-7794

Appendix A: Application Questions

Important note: These questions are intended for **planning purposes only**. In order to be considered for SAAIP funding, you **must** complete the online application available at https://uwex.qualtrics.com/SE/?SID=SV_71KDOT56CBO1fSt.

The application will close on **Wednesday, November 25 2015**. You will be unable to submit the application after this time.

Q1 What UW-Extension division will sponsor the internship?

Q2 Program area (Cooperative Extension only)

Q3 County Office (Cooperative Extension only)

Q4 Who will be the primary contact for communications with Summer Affirmative Action Internship Program (SAAIP) administrators?

- Full Name
- Address Line 1
- Address Line 2
- City
- State
- Zip Code
- Phone number
- Email

Q5 Is the primary contact (above) also the internship supervisor?

- Yes
- No

Q6 Internship supervisor contact information (if different than primary contact):

- Full name
- Address Line 1
- Address Line2
- City
- State
- Zip Code
- Phone number
- Email

Q7 Internship job title:

Q8 City where internship will be based:

Q9 When will this internship start? Please provide an estimated start date. We understand that this date may change as more information becomes available.

Estimated start date (mm/dd/yyyy):

Q10 How long will the internship run, how many hours a week will the intern work, and what will be the intern's hourly pay rate? (We realize that these numbers may change as more information becomes available. However, please provide best estimates; we will use these values to assign maximum award amounts for successful applicants.)

- Estimated duration, in weeks (integer only):
- Estimated hours per week (integer only):
- Estimated hourly pay rate, in dollars per hour (integer or decimal only):

Q11 Enter your requested award amount (maximum \$2000). Please keep this as close to your internship's actual needs as possible. (Enter an integer or decimal only, e.g. "1500" or "1500.00" instead of "\$1500.")

Q12 Brief Summary of Duties (100-400 words; paragraph form or bullet points):

Q13 Required Knowledge and Skills. Please be specific. These are requirements as they might appear on a job listing.

Q14 Preferred Knowledge and Skills. Please be specific. These are preferred skills and experiences as they might appear on a job listing.

Q15 Please select up to three fields of study that best describe this internship:

- Accounting
- Agriculture
- Air Quality Management
- Animal/Dairy Science
- Biology
- Botany
- Business Management
- Chemistry
- Civil Engineering
- Communications Arts
- Communicative Disorders
- Computer Engineering
- Criminal Justice
- Cultural Studies
- Database Management
- Digital Media
- Economics
- Electrical Engineering
- Elementary/Secondary Education
- Engineering Mechanics
- English
- Entomology
- Environmental Studies
- Finance
- Foreign Language
- Geography
- Help Desk/Tech Support
- History
- Horticulture
- Human Resources
- Information Systems Analysis and Design
- Journalism
- Landscape Architecture
- Law
- Library Science
- Marketing
- Mathematics
- Mechanical Engineering
- Microbiology

- Networks and Infrastructure
- Nursing
- Philosophy
- Physical Education and Recreation
- Physics
- Plant Pathology
- Political Science
- Psychology
- Public Affairs/Public Administration
- Radio/Television/Film
- Real Estate and Urban Land Economics
- Security
- Social Services
- Social Work
- Sociology
- Soil Science
- Urban Planning
- Water Resources Management
- Web Design
- Web Development/Programming
- Wildlife Ecology
- Women's Studies
- Other

Q16 Does the internship involve work that is directed toward reaching and including underrepresented populations in Wisconsin?

- Yes
- No

Q17 Recruitment Plan (Where will you advertise the job listing? How will you reach out to targeted candidates including members of racial/ethnic minorities, women, veterans, and the disabled? Max. 100 words.)

Appendix B: Funding Details

SAAIP utilizes a shared funding model, with 50% funding from the chancellor's office and 50% funding through the hiring authority.

All SAAIP 2015 funding will be awarded **after** the successful completion of the internship. Your department must pay all intern salary costs up front and invoice us for reimbursement in September 2015. We will reimburse 50% of the intern's salary costs for actual hours worked, up to your award amount. Fringe benefits will not be included toward this calculation.

Maximum Award Amount

If your internship position is approved for funding, you will receive a notification letter. This letter will contain your maximum award amount, calculated based on your requested award amount. Please note that some applications may receive partial funding. If partial funding is awarded, a department can choose to accept the modified award, decline the internship award entirely, or supplement with additional departmental resources to meet the originally requested amount.

Travel Expenses

All 2016 SAAIP interns and internship supervisors are encouraged to attend the DPM Employment Seminar on Thursday, June 9 in Madison. We will reimburse the cost of travel to attend the conference. This includes transportation costs only, and does **not** include the cost of meals, lodging, or other incidentals.

We will **not** cover or subsidize other travel expenses related to SAAIP internships (i.e. costs incurred when the intern must travel to give presentations, attend functions, monitor research sites, or otherwise fulfill his or her job duties).

Reimbursement

At the end of the internship (in September 2016), you will be prompted to send us an invoice for reimbursement. We will reimburse your department for 50% of the actual hours worked, up to your maximum award amount. We will also reimburse your department for travel expenses to attend the DPM Employment Seminar.

Here are some examples, to illustrate our reimbursement process.

- Your maximum award amount is \$1500. Your intern works 100 hours at \$10 an hour and does not travel to the DPM Employment Seminar. Your department pays \$1000 in salary costs. We reimburse you for \$500, 50% of salary costs.
- Your maximum award amount is \$1500. Your intern works 400 hours at \$10 an hour and does not travel to the DPM Employment Seminar. Your department pays \$4000 in salary costs. We reimburse you for \$1500, your maximum award amount.
- Your maximum award amount is \$1500. Your intern works 400 hours at \$10 an hour. Additionally, your intern and his or her supervisor travel to attend the DPM Employment Seminar. Your department pays \$4000 in salary costs plus travel costs: \$200 for mileage, \$50 for

meals, and \$140 for overnight lodgings. We reimburse you for \$1700, your maximum award amount of \$1500 plus the approved \$200 travel costs (transportation costs only).

You will receive more information on funding if your application is selected. Please contact [Angela Terrab](#) with any questions on SAAIP funding.

Appendix C: SAAIP FAQs

Note that the most updated version of these FAQs can be found at the Office of Equity, Diversity, and Inclusion website: <https://inclusion.uwex.uwc.edu/content/saaip-faqs>.

Q: How do I recruit candidates for my SAAIP internship?

The state Department of Personnel Management (DPM) will conduct **limited** recruiting for your SAAIP internship. As of this year, we are also requiring all departments to post and recruit locally for their SAAIP positions, as departments who have done this in the past have had the most success attracting and hiring qualified applicants.

The Office of Equity, Diversity, and Inclusion will provide a list of general resources you can use to recruit for your position. However, you should also collect and utilize resources specific to your division, region, or program area. Your Human Resource contact may also be able to provide additional suggestions to enhance your search process.

Q: Who is eligible for an SAAIP internship?

A: SAAIP internships are open to students currently enrolled in an accredited post-secondary institution. Post-secondary institutions may include technical schools, two-year colleges, four year colleges, or graduate and professional schools. Additionally, SAAIP interns must reside and/or attend school within the state of Wisconsin.

Q: Do the internships include college credit?

A: Internships **may** be eligible for college credit. However, this determination is made by the student intern's home campus, and the request must be initiated by the student.

Q: How do I hire my SAAIP intern?

A: SAAIP interns are hired through the same process as other student hourly employees. Coordinate with your campus or departmental Human Resources department to make sure that you are following correct hiring procedures.

At the time of hire, the Office of Equity, Diversity, and Inclusion will also ask you to submit program-specific paperwork used by the DPM for applicant tracking.

Q: Who provides funding for my SAAIP intern?

A: Funding for your SAAIP intern is split between your department and the chancellor (administered through the Office of Equity, Diversity, and Inclusion (OEDI)). Your department will pay your intern's salary costs up front and be reimbursed by the OEDI for up to 50% of these costs at the end of the program. Coordinate with your Human Resources or Financial Services department **before** submitting your application to confirm that you have a funding stream available for SAAIP expenses.

Q: How will SAAIP funding from the chancellor's office be distributed?

A: All SAAIP 2015 funding will be awarded **after** the successful completion of the internship. Your department must pay all intern salary costs up front and invoice us. Before submitting your application, please establish which UW-Extension funding string will be used to pay your intern's salary expenses.

In September 2015, invoice the Office of Equity, Diversity, and Inclusion (c/o Angela Terrab) for 50% of your intern's salary costs for actual hours worked, up to your award amount.