



Augsburg College Great Lakes Paid Internship Program

Background: Research shows that college students who gain experience through a paid internship are 67 percent more likely to receive at least one job offer after college than peers without internships. The *Great Lakes Career Ready Internship Initiative* will give Augsburg College juniors and seniors the chance to benefit from paid internships in their fields of study—and a better chance at competing for the top jobs after graduation.

Eligibility: Rising juniors, juniors, and seniors who submit the Free Application for Federal Student Aid (FAFSA) and demonstrate financial need. Students must maintain Title IV Satisfactory Academic Progress.

Grant Purpose: In partnership with area for-profit and non-profit companies, Augsburg College will create new, paid internship opportunities or convert previously unpaid internships into paid internships for students with rising junior through senior-year status.

Employer Match: Employers will be responsible for 25% of internship wages during the academic year. Employers hosting summer internships are responsible for 25% of internship wages and all FICA expenses. *Non-profits with annual budgets less than \$1 million and for-profit businesses with fewer than 10 employees may be eligible for a waiver of the 25% internship wage match requirement. Please contact us to inquire. Augsburg will issue a charitable gift receipt recognizing your contribution toward providing paid-internships for college students with financial need.

Stipulations: Great Lakes will disburse grant funds directly to the Augsburg College. Augsburg College will determine the amount, method, and frequency of internship wages paid to students. Paychecks will be issued by the college.

The average duration of Fall and Spring internships is 12 hours per week for sixteen weeks; Summer internships are a maximum of 25 hours per week over 10-12 weeks.

Students may only be paid for actual hours worked.

The employer will pay any applicable FICA and Social Security costs for SUMMER internships. Upon completion of the internship, Augsburg will invoice the partner business for the total amount of FICA and Social Security.

Augsburg's Human Resources and Payroll department reserve the right to set the final rate of pay.

Internships must be directly related to the student's major and provide the student with meaningful major-related work experience.

Students completing a summer internship may apply for a \$75.00 transportation stipend as well.

Students may be removed from work on a particular assignment or from the organization by the institution, either on its own initiative or at the request of the organization. The organization agrees that no student will be denied work or subjected to different treatment under this agreement on the grounds of race, color, national origin, or sex.



Section 1: General Information

Organization Name:	Click here to enter text.
Contact Name:	Click here to enter text.
Contact Title:	Click here to enter text.
Organization Website:	Click here to enter text.
Mailing Address: Street City, State, Zip	Click here to enter text.
Phone:	Click here to enter text.
Email:	Click here to enter text.
Are you a graduate of Augsburg College?	☐ Yes ☐ No
Has your organization employed Augsburg interns before?	☐ Yes ☐ No
Organization Type:	☐ For Profit ☐ Not for Profit ☐ College/University
How many intern positions are available at your organization for:	Spring 2016: Click here to enter text. Summer 2016: Click here to enter text. Fall 2016: Click here to enter text.

Section 2: Internship Information

* If you have more than one internship position, please complete a separate sheet for each.

Internship Position Title:	Click here to enter text.
Industry:	Click here to enter text.
Augsburg Major(s) targeted:	Click here to enter text.
Have you hired an Augsburg intern in this position before?	☐ Yes ☐ No
Preferred Internship timeframe:	☐ Fall 2014 ☐ Spring 2015 ☐ Summer 2015
Please indicate which statement applies to your internship:	☐ I would like to convert an unpaid internship to paid ☐ I would like to create a new, paid internship
Would this opportunity replace a currently paid internship:	☐ Yes ☐ No
Proposed number of hours per week:	Click here to enter text.
Proposed hourly wage (Augsburg reserves the right to determine final rate):	\$_____ per hour
What type of internship?	☐ For Credit ☐ Not for credit ☐ No preference



Section 2 Continued: Internship Information

* If you have more than one internship position, please complete a separate sheet for each.

Position Description:	Click here to enter text.
Skills, experience, qualifications desired:	Click here to enter text.

Section 3: Employer Agreement & Signature

- ☐ I will ensure that the internship provides significant work projects with no more than 20% of work on administrative tasks.
- ☐ I agree to adhere to the Fair Labor Standards act (<http://www.dol.gov/whd/flsa/>).
- ☐ I agree to provide supervision and track hours worked by the intern.
- ☐ I agree to fill out and return the evaluation materials sent to me by Augsburg College.

Intern Supervisor (print): _____

Intern Supervisor (sign): _____ Date: _____

- ☐ I agree to pay 25% of the total wages earned by the intern(s) at my organization, unless an exemption has been made by Augsburg College.
- ☐ I agree to pay the applicable FICA costs when invoiced by Augsburg College (summer internships only).

Accounts Payable/Accounting Supervisor (print): _____

Accounts Payable/Accounting Supervisor (sign): _____

Date: _____

Contact:

Keith Munson Director, Career & Internship Services
Strommen Center for Meaningful Work
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(612) 330-1148

Sandy Tilton, Coordinator
Strommen Center for Meaningful Work
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For additional information, visit community.mygreatlakes.org