

The Pointers Connect Internship Program

Facts for Employers

The Pointers Connect Internship (PCI) Program connects Central Wisconsin small businesses and non-profits (501c3) to a pipeline of diverse talent. Participating organizations are reimbursed for providing paid internships to junior and senior first-generation students, non-traditional students, or students eligible for Federal Pell Grant.

The Benefits



- **\$1,500 reimbursement**
- **Access to a diverse pool of talent**
- **Promotion of your position**
- **Support from our office**

PCI Program Details



- Employers can hire up to two interns per term or a maximum of six per year
- Students should complete up to **150** hours of work
- Internships typically last 10-15 weeks
- Interns are paid a minimum of **\$10** per hour from your own payroll
- You may offer more hours or higher pay, but we will only reimburse up to \$1,500 for 150 hours of work
- If the student chooses to earn credit, they must receive approval from their academic department

Getting Started

All internships must be posted on **iHandshake**

STEP 1

Visit uwsp.joinhandshake.com; Choose the "employer" account type and follow the instructions to set up your account.

STEP 2

Post your position on Handshake and notify the PCI Coordinator about the posting.

STEP 3

The PCI Coordinator will review the position for acceptance into the PCI Program.

STEP 4

Students can apply to you directly or through Handshake; just specify which documents you want them to send (resume, cover letter, etc.)

PCI Program Process

1

Post your position on Handshake (including application instructions), and **Notify** the PCI Coordinator that your position is ready for approval.

2

The PCI Coordinator approves your position(s) and promotes to students; **Students apply directly to you.**

3

Review applications. **Contact** the PCI Coordinator to confirm applicants' eligibility before requesting an interview.

4

Interview students, and make internship offers to those you want to hire, and **Notify** the PCI Coordinator about the hire.

5

Send official documentation to the PCI Coordinator

- Complete the Employer Contract
- Have your new intern complete the Student Contract
- Submit these two contracts to the PCI Coordinator

6

Start working together! Mentor your student intern during the internship.

7

At the end of the internship

- **Complete** the online employer survey
- **Submit** a final pay stub to us for reimbursement

How We Reimburse You

At the end of your student's internship, complete our employer survey and send us the following documents:

- A **pay stub** proving the student worked 150 hours and was paid \$10/hour (**If the student does not complete 150 hours, we will reimburse you up to the amount completed.*)
- Your **W9 Form** (first internship only)
- An **invoice** for \$1,500, if desired

For More Information: ucolinternships@uwsp.edu or 715-346-3226

Frequently Asked Questions

How do I know if my organization is eligible to participate in the PCI program?

Email the PCI Coordinator to discuss your organization's eligibility.

How do I know if a student is eligible?

Email the PCI Coordinator to check student's eligibility prior to an interview.

Can I hire a student more than once?

Each student is only eligible for one PCI Program experience. You may re-hire students outside of PCI funding.

How many internships do you sponsor each semester?

We sponsor 50 internships per year, or 15-20 positions per semester on a first-hired, first-served basis. Employers can hire up to two interns per term or a maximum of six per year.

Are students required to earn credit for their internship?

Students may participate in the program without earning credit. If a student chooses to earn credit, they must obtain approval from their academic department. Departments may have additional requirements.

How do you promote positions?

We will forward information to faculty and staff within the relevant departments. Additionally, eligible students will receive links via email to the Handshake postings.

Additional Questions?

Please contact the PCI Coordinator at ucolinternships@uwsp.edu or 715-346-3226



Academic and Career Advising Center
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