

# 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](http://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](mailto: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](mailto:ucolinternships@uwsp.edu) or 715-346-3226



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