



CalPoly
Pomona

CAL POLY POMONA INNOVATION INCUBATOR

MICRO-INTERNSHIP STUDENT ORIENTATION

Jesus Bermudez

Micro-Internships Program Manager

Debbie Tanaka

Micro-Internships Program Coordinator



CalPolyPomona

Innovation Incubator

AGENDA

- ❖ **Introduction to Micro-Internships**
- ❖ **Micro-Internships Student Benefits**
- ❖ **Micro-Internships Requirements**
- ❖ **Resources & Support**
- ❖ **Q&A**



WHAT ARE MICRO-INTERNSHIPS?

- Short-term, **paid**, project-based work experience typically requiring 20-40 hours of work
- Low-risk, requiring minimal on-boarding and suitable for college students with minimal training.
- Serve as a valuable alternative to traditional academic internships.
- Available year-round. Oftentimes remote.



WHY IS THIS IMPORTANT?

- Traditional Internship opportunities are not always accessible
- Challenges for Students in industry entry
- Skill Enhancement in a short timeframe
- Flexibility that comes with Micro-Internships is critical for some students



MICRO-INTERNSHIP STUDENT BENEFITS

Engage in Paid Projects

Participate in paid micro-internships involving short time commitments ranging from 20 to 40 hours per week or spanning a month.

Diverse Career Exploration

Explore various career paths by working on project-based assignments, allowing you to discover your interests and strengths in a practical setting.

Showcase Skills

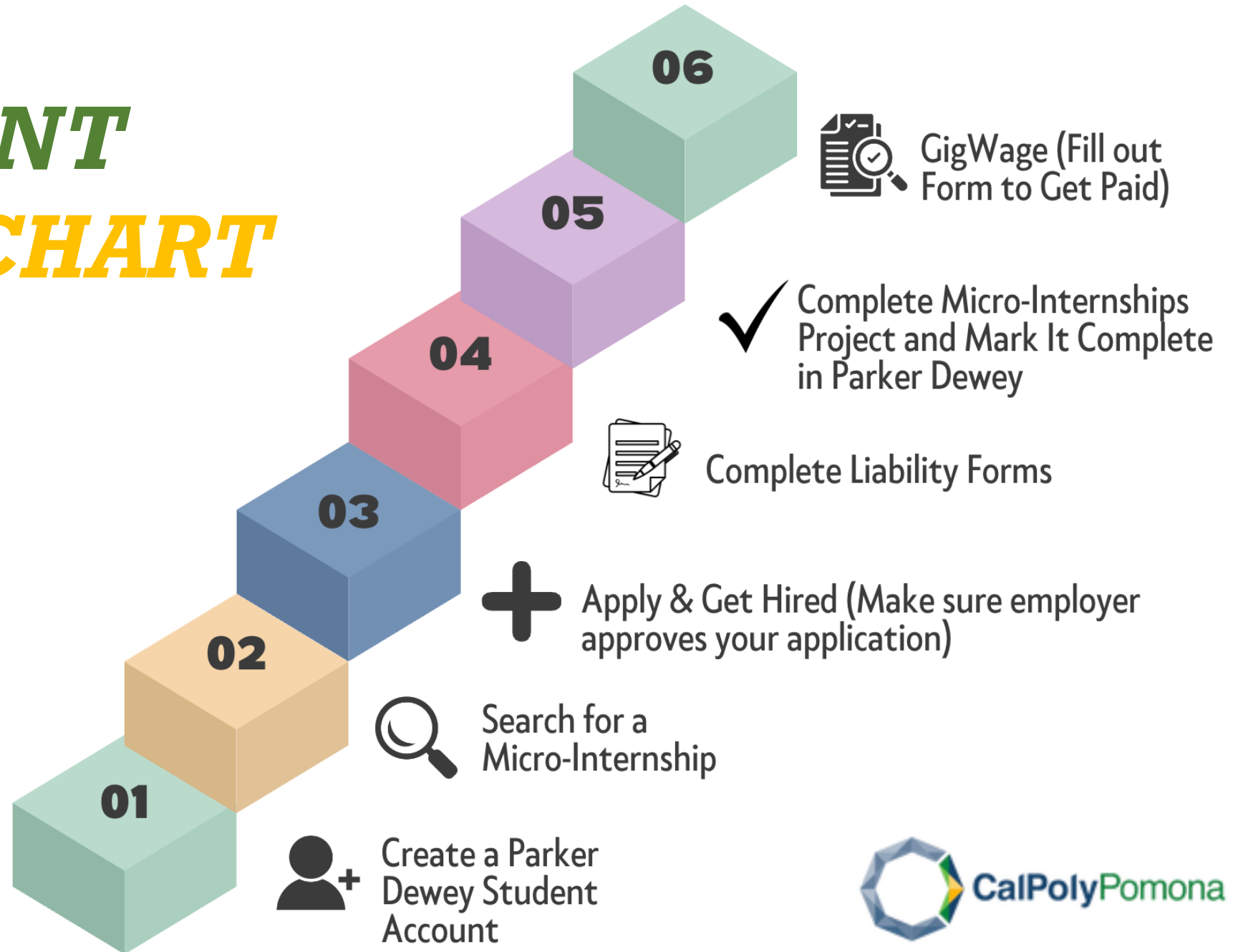
Demonstrate abilities to potential employers, applying classroom learning in real-world projects.

Build Portfolio

Develop a professional portfolio highlighting micro-internship contributions.



STUDENT FLOWCHART



STEP 1

Go to <https://info.parkerdewey.com/cpp> and click “Apply for Micro-Internships”



For Career Launchers



STEP 1

Fill out form

Sign Up to Work on Micro-Internships

Gain Experience. Explore Careers. Make Connections. Get Paid.

I want to:

View/apply to a Micro-Internship

Post a Micro-Internship

First Name

Last Name

Email

Password

- One lowercase character
- One number
- 8 Characters Minimum
- One uppercase character
- One special character

Agree to Terms of Use By creating an account you agree to our [Terms of Use](#)

CREATE MY ACCOUNT

Already have an account? [Sign in.](#)

Let's gather a little more information

University
(Keyword: **POMONA**)

Major + ADD

Degree Received Or Pursuing

Start Date

End Date

CURRENT LOCATION

City

State

Zip

I am not a US citizen

HOMETOWN

City

State

Zip

STEP 1

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! Please leave AFFILIATIONS blank !

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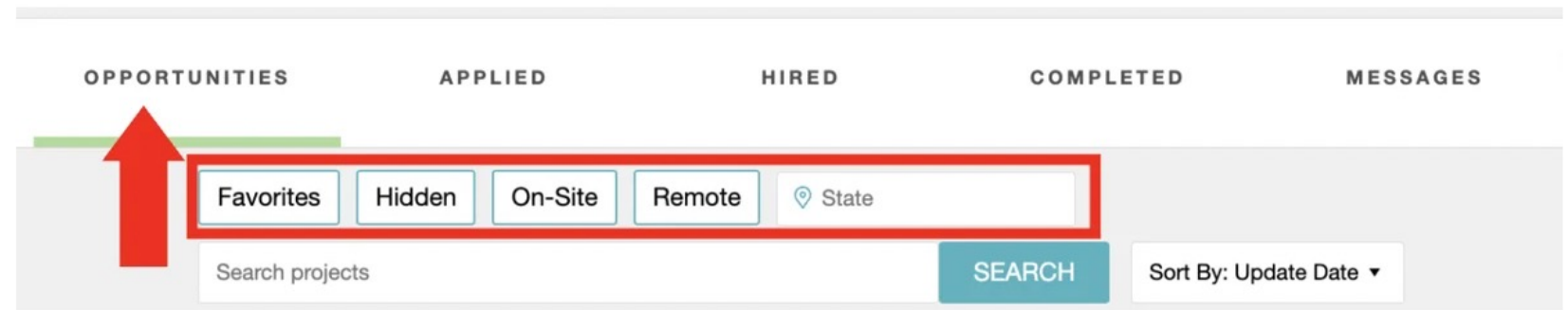
State

Zip

STEP 2

Search for a Micro-Internship!

click on **OPPORTUNITIES**.



STEP 2

Go to Featured Projects

OPPORTUNITIES APPLIED HIRED COMPLETED MESSAGES

Favorites Hidden On-Site Remote State

Search projects SEARCH Sort By: Update Date ▾

Featured Projects ←

These projects are featured because the organization who posted it is specifically looking for students or recent grads from your school or affiliation.

Turnserv Connecting Offices to their Assets

Project Management - Software Workflow Implementation on Integrated Platform (no coding) | Akron, OH

BY: Turnserv, LLC DEPARTMENT: IT

START DATE: 05/16/2022 Remote

Favorite ☆ Hide 🗨️

DETAILS ▾

All Open Micro-Internships ←

cincyttech

R2[X] Emerging Topics, Artificial Intelligence | Cincinnati, OH

BY: CincyTech DEPARTMENT: CincyTech

START DATE: 05/27/2022 Remote

Favorite ☆ Hide 🗨️

DETAILS ▾

STEP 3

Apply to a Micro-Internship!



Social Media Marketing Internship | San Francisco, CA

BY: Proacure

DEPARTMENT: Digital Marketing

START DATE: 08/09/2020

Remote

Favorite ☆ Hide 🗖

HIDE DETAILS ^

START DATE
08/09/2020

DUE DATE
09/09/2020

EST. HOURS
25

ON-SITE/REMOTE
Remote

PAYMENT
\$180.00

JOB DESCRIPTION

We are looking for someone to manage our social media presence and create posts for our social media platforms: Responsibilities include: 1) Working with the marketing team to develop a social media plan 2) Managing our Hootsuite account which is connected to Twitter, Facebook and LinkedIn 3) Creating designs and graphics on Canva or Adobe Indesign/Illustrator 4) Curating content to repost 5) Working with industry influencers **Opportunity to convert this to full-time

COMPANY DESCRIPTION

Proacure is a procurement analytics company that utilizes big data and cognitive technology to help organizations realize savings right in their budget.

CONNECT ONLINE



[Share this opportunity](#)

DESIRED SKILLS

Adobe Illust...

Adobe InDe...

Facebook

Twitter

Facebook A...

Google Ad...

Google Ana...

SEO

APPLY FOR THIS PROJECT >



STEP 4

Complete BroncoSERV Liability Forms

Student Forms: (Completed by Student)

- Academic Internship Learning Plan
- Academic Internship Release of Liability Form
- Visual/Audio Image Release Form

STEP 5

After finishing the project, Mark project complete

OPPORTUNITIES APPLIED **HIRED** COMPLETED MESSAGES

xylem
Let's Solve Water

Support Building Dashboard for Onboarding Survey Responses | Rye
Brook, NY

BY: **Xylem** DEPARTMENT: **Human Resources**

APPLIED ON: **08/11/2021** [HIDE DETAILS](#) ^

YOU APPLIED TO THIS MICRO-INTERNSHIP, SEE YOUR APPLICATION BELOW

Why do you think we should select you for this opportunity?
As a junior at Villanova School of Business with a double major in Finance and Real Estate with a minor in Business Analytics. I am qualified for this position because of my background in data mining as well as software and I am confident that I can complete this job efficiently and effectively in a timely manner.

Do you have any experience using Survey Monkey and/or Qualtrics?
Yes. I have created numerous surveys with both platforms with 1000+ responses. Have experience using both dashboards and can easily edit and create questions as well as create visuals of responses.

ABOUT THIS ROLE

We are looking for support in building a dashboard for our onboarding survey responses.

We have two separate surveys. Our highest priority is in Survey Monkey so experience with this tool is preferred or if someone has metric/reporting experience. Second is our Qualtrics platform.

This would be a quick review of ideas on how best to collect and share the data.

PROJECT DETAILS

START DATE	DUE DATE
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I COMPLETED THE ASSIGNMENT

STEP 6

Fill out the Gigwage form

Payment FAQs

<https://info.parkerdewey.com/how-career-launcher-payments-work>

QUESTIONS. COMMENTS. CONCERNS.

innovationinc@cpp.edu