



CalPoly
Pomona

CAL POLY POMONA INNOVATION INCUBATOR

MICRO-INTERNSHIP STUDENT ORIENTATION

Jesus Bermudez
Micro-Internships Program Manager

Debbie Tanaka
Micro-Internships Program Coordinator

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.



INTERNATIONAL & DACA STUDENTS

International Students

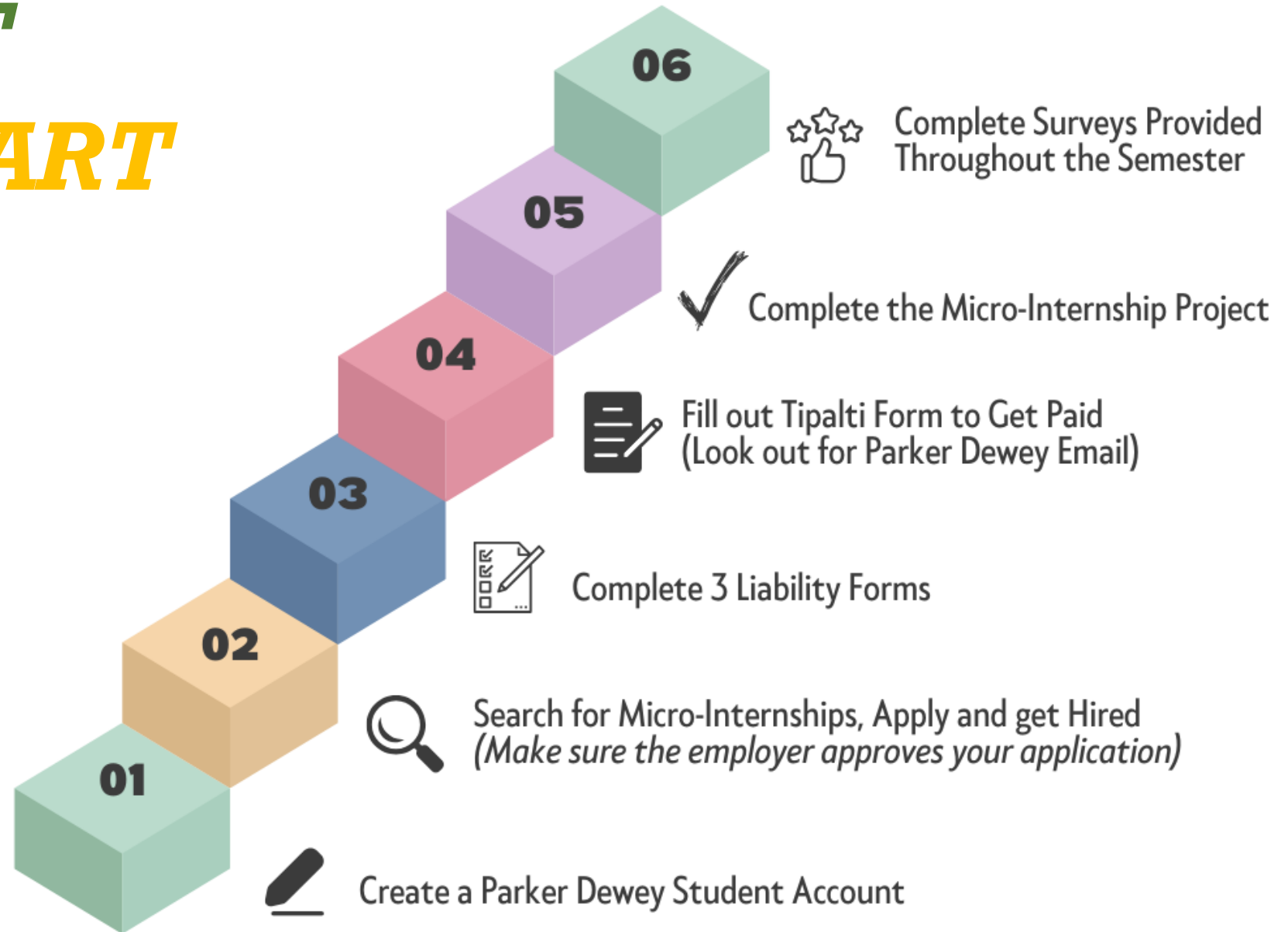
International Students will be required to apply for CPT to get a paid Micro-Internship.

DACA Students

DACA recipients are eligible to apply. Students who do not have DACA are encouraged to contact Undocumented Students Services to learn more about other educational opportunities.

International / DACA / Undocumented Students are required to contact innovationinc@cpp.edu

STUDENT FLOWCHART



International / DACA / Undocumented Students are required to contact innovationinc@cpp.edu

STEP 1

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



For Career Launchers

Micro-Internships

Students from all majors can execute professional assignments to build and demonstrate skills while exploring a variety of career paths.

APPLY FOR MICRO-INTERNSHIPS

POST MICRO-INTERNSHIPS



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

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

Fill out form

Leave Affiliations Blank



DEMOGRAPHICS

Given our mission to help to create equitable access to professional pathways, we invite you to answer the questions below.

Submission of this information is voluntary, and refusal to provide it will not subject you to any adverse treatment. Furthermore, this information is kept separate from your application, and companies posting Micro-Internships have no access to this information when selecting Micro-Interns. Responses will remain confidential, and when reported, data will not identify any specific individuals.

If you do not wish to provide this information, select **Prefer not to disclose**.

Gender

Select ▼

Race Ethnicity

Select ▼

First Generation

Select ▼

Veteran status

Select ▼

AFFILIATIONS

Please identify any associations with which you are involved. Start typing in the box below to see options.

+ ADD

CONTINUE

STEP 2

Search for a Micro-Internship!

click on **OPPORTUNITIES**.

The screenshot shows a web interface with a navigation bar at the top containing five tabs: **OPPORTUNITIES**, **APPLIED**, **HIRED**, **COMPLETED**, and **MESSAGES**. The **OPPORTUNITIES** tab is highlighted with a green underline. Below the navigation bar is a filter bar with four buttons: **Favorites**, **Hidden**, **On-Site**, and **Remote**. To the right of these buttons is a location input field with a location pin icon and the text **State**. Below the filter bar is a search bar with the placeholder text **Search projects** and a blue **SEARCH** button. To the right of the search bar is a dropdown menu labeled **Sort By: Update Date** with a downward arrow.

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

cincytech

R2[X] Emerging Topics, Artificial Intelligence

Cincinnati, OH

BY: CincyTech

DEPARTMENT: CincyTech

START DATE: 05/27/2022

Remote

Favorite ☆

Hide

DETAILS ▾

STEP 2

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

DESIRED SKILLS

Adobe Illust...

Adobe InDe...

Facebook

Twitter

Facebook A...

Google Ad...

Google Ana...

SEO

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](#)

APPLY FOR THIS PROJECT



STEP 3

Complete BroncoSERV Liability Forms

Student Forms: (Completed by Student)

- [Academic Internship Learning Plan](#)
- [Academic Internship Release of Liability Form](#)
- [Visual/Audio Image Release Form](#)

Option 1: Check with your professor if your course is designated as a Service Learning or Academic Internship course:

If yes,

1. Enroll in an internship course with instructor/department and site company approval. Check with your department's internship instructor regarding how many units can be received for the internship.
2. Once the term of the academic internship course you have enrolled in begins, you will be asked to complete the following forms and releases (see below) before you can proceed with your internship. Log into your [BroncoSERV](#) account to access the forms within your enrolled course.

STEP 3

Complete BroncoSERV Liability Forms

Option 2: Check with your professor if your course is designated as a Service Learning or Academic Internship course :

If no, kindly fill out this Microsoft Form
<https://forms.office.com/r/MnGxk19s7C>

The form provides downloadable liability documents for students to fill out and upload for submission.

Liability Form Submission 2024-
2025



STEP 3

How to Correctly Upload Form Responses:

Liability Form Submission 2024-2025

This form is designed for students to conveniently submit their liability forms online. Please use this form to submit your liability forms. Remember to checkmark an email receipt of this form, as it will be necessary for proof of completion. If you have any inquiries, feel free to reach out to us via email at innovationinc@cpp.edu.

Please download and complete the following forms below:

Academic Internship Learning Plan

<https://bit.ly/490FNRO>

Release of Liability Form

<https://bit.ly/47Q97Jp>

Video/Audio Image Release Form

<https://bit.ly/3SBWzRS>

→ *Download all three forms
before inputting responses*

Hi, Eileen. When you submit this form, the owner will see your name and email address.

* Required

1. Student Name *

Enter your answer

STEP 3

Common Liability Form Q's:

Academic Internship Learning Plan

[CLEAR FORM](#)

III. Site Information

Name of Internship Agency/Organization Site:

➡ Cal Poly Pomona

Site Supervisor Name:

Modify or add the appropriate information about your site contact, or if you do not know who your site contact is, skip this step.

➡ Faculty Name

Site Supervisor Email:

Note: Your supervisor will receive a copy of your learning objective in order to guide your work and to submit a brief final evaluation of your achievement upon request. Also to discuss any concerns about your performance with him/her directly, and with the faculty/course supervisor, if necessary.

➡ Faculty email

Site Supervisor Phone:

- - ext.

➡ Faculty Office Phone

STEP 4

Once approved, look out for Parker Dewey email with a link to Fill out the Tipalti form.

Payment FAQs

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

STEP 5

After finishing
the project, Mark
project complete


OPPORTUNITIES

APPLIED

HIRED

COMPLETED

MESSAGES



Support Building Dashboard for Onboarding Survey Responses | Rye
Brook, NY
BY: **Xylem**
APPLIED ON: 08/11/2021

DEPARTMENT: **Human Resources**

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.

I COMPLETED THE ASSIGNMENT

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
-----	-----

QUESTIONS. COMMENTS. CONCERNS.

innovationinc@cpp.edu



CalPolyPomona

Innovation Incubator