What are Micro-Internships?

- Short-term, paid, professional assignments that range from 20; 30 & 40 hours of work in total, can occur anytime of the year, and are highly specific, project-based positions.
- Innovative variant of the traditional academic internship model.
- Traditional internships are effective high impact practices (HIPs) that provide students the opportunity to apply theoretical knowledge to practice, enabling them to gain essential skills, develop professional networks, and provide exposure to future employment opportunities.

Employer Benefits:

- No Administrative Paperwork for Fall 2023 - Parker Dewey is structured as a consulting firm, so all students are 1099s through Parker Dewey.
- Very Low Risk - Students sign strict NDAs and the employer owns all the work product. And if the employer is unhappy with the deliverable, Parker Dewey will give them a full refund.
- No Conversion Fees - If the employer wants to hire the student as an intern, contractor, or full-time employee, go ahead. It's free!
- Payment - Parker Dewey issues payment to the student. (Note: 90% of company's payment goes to the student. What the student sees on the posting is what he/she will receive if selected for and completes the project.)

Student Benefits:

- Work on paid projects that only require a short time commitment (20;30;40 hours within a week to a month)
- Explore different career paths and work on interesting assignments
- Demonstrate abilities to potential employers and apply what was learned in the classroom
- Build your professional portfolio and network

Cal Poly Pomona FALL 2023 Micro-Internship Program

- Courses with existing partnership(s) with non-profit organization(s)
- Required student projects that provide specific deliverables to the non-profit partner
  - Team project
  - Individual project
- Students sign-up through the Parker Dewey platform
- Partner signs up through the Parker Dewey platform
- Students complete project for non-profit partner
- Faculty grade student projects to assure quality of deliverable

- Students get paid $300-$600 for the completed projects through the Parker Dewey platform

Eligibility:

1. **All employers/partners must** be approved or previously approved on BroncoSERV.

2. Only Micro-Internships Non-Profit Organizations are funded by CPP. For Profit are not covered by the grant.

3. Payment: **Compensations are project based. For 20-hour projects, we will pay students $300; 30-hours projects, we will pay $450; 40-hour projects, we will pay $600.**
- Professors or community partners will determine whether students have completed the project. On our end, It doesn't matter if the student only did 20 hours for a 30 hour project, it's up to the faculty or employer to decide whether the project is complete. Once we see that the project marked complete then Parker Dewey will pay students.

Create an account and the project

One quick tip: when working with organizations, be sure to encourage them to focus on specific, project-based deliverables vs. ongoing activities that are copy/pasted from existing job descriptions.

1. For your convenience:
   a. Apply for and Post Micro-Internships here: https://info.parkerdewey.com/cpp
      i. We need to use CPP Parker Dewey so that it filters out non-CPP projects. This way only CPP projects are offered to CPP students.

Faculty/ Employer Guide: Steps: How to Apply (https://info.parkerdewey.com/company-tutorial)

A. Signing-up to post Micro-Internship
   a. After navigating to our sign-up page, fill out the requested information and click CREATE MY ACCOUNT at the bottom.
   b. **Make sure to use the following to sign-up**
      i. CPP Parker Dewey Website
         1. https://info.parkerdewey.com/cpp
      ii. CPP Invest Page.

1. https://info.parkerdewey.com/cppinvests

B. Filling out your profile
   a. Once you complete the initial sign-up, you will be asked to provide information on your organization.
   b. We'll also ask you to confirm your account creation an associated email address:

C. Navigating your dashboard
   a. Navigating your dashboard on Parker Dewey is really, really easy!
   b. Once you're ready to get started, click here to learn how to post a project.

D. Posting a project
   a. Now that your project is posted, it's time to view your applicants (once folks start to apply). From your dashboard, click on the project that you want to select a candidate for.

E. Viewing and approving an applicant
   a. After clicking into the project, click Browse Applicants on the right side of the box.
   b. Review your list of candidates and click through to see their profiles.
   c. Click Approve Applicant for this Project one the student(s) you want to work with, and you are good to go!

F. Closing out the project
   a. Once the Career Launcher has finished your project, you should mark the project as completed through your dashboard. Click on the project under your In Progress column and then select Complete Project under the Actions dropdown menu. You should click this button to notify Parker Dewey that your project is finished.
   b. We require you to leave feedback as it is quite helpful for the Career Launcher's professional development.