

1. Only Non-Profit Organizations are eligible for the grant that will pay students participating in the project
2. For-Profit needs to pay their own students
3. **All employers/partners must** be approved or previously approved on BroncoSERV.
 - a. How to Register as a partner?

All micro-internship partners must be on BroncoSERV.

The partner needs to complete the **Request to Initiate Partnership** and **Academic Internship Agreement**. Both can be found on <https://www.cpp.edu/cce/partners/internships.shtml>. Our partnership agreements for academic internships and course embedded service-learning projects are housed in CPP's BroncoSERV system, tied to the CSU's S4 platform. CCE staff reviews the responses. Procurement reviews and signs off on the agreement. FYI: Internship agreements are for 3 years.

4. **Payment:** Compensations are project based only for **3 years**.
 - a. \$300: 20-hour projects
 - b. \$450: 30-hour projects
 - c. \$600: 40-hour projects
 - i. Professors or community partners will determine whether students have completed the project. Once we see that the project marked complete then Parker Dewey will pay students.
5. Create Employer Account
6. Create the Project Options:
 - a. Submit a form and Innovation Incubator will create the projects for you <https://forms.office.com/r/rJ6e8XvsNL>

<https://forms.office.com/r/rJ6e8XvsNL>



Microsoft Forms

- b. Create your own project and get approval
7. Once approved, ask your student to create their Parker Dewey Accounts (5 mins)
8. Share Project to your students

9. Collect Liability Forms if you're partner is not yet under BroncoSERV

What will Innovation Incubator need/collect from Faculty/ Employers:

1. Community Partner/s
2. Class Roster with Bronco ID Number
3. Course Title/ Number
4. Number of students enrolled in the course
5. Project Hours (20/30/40)
6. If you're not part of BroncoSERV, (collect liability forms manually and upload in Innovation Incubator Shared Drive)
7. Research Team will contact Faculty for further evaluation process

[TIPS:]

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.

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.
 - ii. Important Reminders when creating a project:
 1. Please make sure to
- b. Micro-Internship Orientation Recording:
<https://youtu.be/mSru24LJYt8>

Faculty/ Employer Guide:

Steps: How to Apply

Signing-up to post Micro-Internship

- After navigating to our [sign-up page](#), fill out the requested information and click CREATE MY ACCOUNT at the bottom.
- **Make sure to use the following links**
 - o CPP Parker Dewey Website
 - <https://info.parkerdewey.com/cpp>
 - o CPP Invest Page.
 - <https://info.parkerdewey.com/cppinvests>

Filling out your profile

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

Navigating your dashboard

- Navigating your dashboard on Parker Dewey is really, really easy!
- Once you're ready to get started, [click here](#) to learn how to post a project.

Posting a project

- 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.

Viewing and approving an applicant

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

Closing out the project

- 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.
- We require you to leave feedback as it is quite helpful for the Career Launcher's professional development.