

Flagship Internship Program

The goal of the University of Maine's Flagship Internship Program is to expand high-quality internship opportunities for our students and contribute to workforce development that will help grow Maine's economy. One way that the Flagship Internship achieves this goal is by designating *existing* University of Maine internship programs that meet best practice criteria as Flagship Internship Programs. The benefits of the designation include:

- Raise the visibility of your program with students and with external partners
- Build more connections for your program and your students with employers
- Opportunities to collaborate on fundraising for student stipends

Eligibility

Programs must be sponsored by and administered by the University of Maine. Programs managed or coordinated by external entities or companies are not eligible for this request, however they are able to participate in the Flagship program through a separate process and should contact Renee Kelly at the email below. Programs must connect students to internship opportunities around a theme, discipline or experience.

Application Process & Deadline

Please submit an application, no longer than three pages in length, outlining how your program currently or will in the future meet the Flagship Internship Program criteria by replying to the attached set of questions. Applications must be sent to Renee Kelly at the email address below by March 15th, 2020. Designation decisions will be made by April 6th, 2020.

Length of Designation

Five years or until the program content and/or program coordinator changes. Programs will be able to reapply for designation with new content and staffing.

Your Responsibilities as a Designated Program

To meet the larger goals of the Flagship Internship Program, designated programs must:

- Provide a short annual report of outcomes and aggregated student participation data
- Require your University of Maine student participants to attend the annual Flagship Internship Program Summit (tentatively scheduled for the fall semester 2020)
- Communicate Flagship training and event opportunities with your student participants

For more information, contact:

Renee Kelly, Assistant Vice President for Innovation and Economic Development
rwkelly@maine.edu or 207.581.1454

Criteria for University of Maine Flagship Internship Program Designation

Tangible and Substantial Learning Outcomes

To ensure high quality learning experiences, Flagship Internships should have defined learning outcomes. See attached example.

Pre-Internship Training for Students

The internship program should provide pre-internship training to increase the likelihood of student success and to enhance student learning.

Mentorship/Networking

Internships should include some form of faculty, staff or employer mentorship to enhance student engagement, and internships should also provide networking opportunities for students to gain exposure to a number of employers and to build networking skills.

Employer Vetting

Flagship internships should have a process for vetting employers and their internship opportunities to ensure a quality experience for the students. In addition, students should receive some form of pay or stipend for their work, and ideally employers should contribute toward that pay, demonstrating that they have “skin in the game.”

A Process for Vetting Student Applicants

Students should be able to demonstrate a likelihood of success relevant to the nature of the internship program.

Opportunities for Students to Present Their Work

Students should have the opportunity to present their work, projects and learning outcomes before a general audience. Programs do not have to create their own events; their students will participate in the annual Flagship showcase.

Feedback and Assessment

Internship programs should obtain feedback from both students and employers for an evaluation of student performance, learning outcomes and the overall quality of the internship program.

Flagship Internship Designation Application for University of Maine Programs

In your application, please provide a brief overview of the program and its thematic components and respond to the following questions to describe how your program currently or will in the future meet the listed Flagship Internship Program best practice criteria. Please note that if your program does not currently meet these criteria, the Flagship Internship Committee and the Career Center are committed to helping your program achieve these best practices.

Do you have defined learning outcomes, a learning contract, and/or a defined curriculum for your student participants?

If yes, please describe.

If no, would you like assistance from the Career Center to develop a learning outcomes plan?

Do you currently offer pre-internship training to prepare students for the internship experience?

If yes, please describe?

If no, what do you plan to offer?

If no, would you be interested in having your student participants engage in training or workshops with the Career Center to meet this criterion?

Do you currently offer networking or mentorship opportunities as part of the internship experience?

If yes, please describe?

If no, what do you plan to offer?

If no, would you be interested in assistance from the Career Center to meet this criterion?

Do you currently have a process for vetting employers and their internship opportunities to ensure a quality experience for the student?

If yes, please describe?

If no, what process do you plan to implement?

If no, would you be interested in assistance from the Career Center to develop a process?

Do you currently have a process for vetting student participants?

If yes, please describe.

If no, what process do you plan to implement?

If no, would you be interested in assistance from the Career Center to develop a process?

Do your internship opportunities pay at least the current minimum wage?

If not, please contact us for further discussion.

Do you have a method of getting feedback from students and employers for an evaluation of student performance, learning outcomes and overall quality of the internship program?

If yes, please describe.

If no, what process do you plan to implement?

If no, would you be interested in assistance from the Career Center to develop a process?