**2020 CASE Advancement Internship Program**

**Host Institution – Frequently Asked Questions**

**What is the CASE Advancement Internship Program?**

As part of CASE’s commitment to helping its members grow and diversify the advancement pipeline, the CASE Advancement Internship Program seeks to increase and diversify the number of professionals in educational advancement. This program is designed to attract students (undergraduate and graduate) who may not have previously considered a career in educational advancement. Since 2016, more than two hundred students have participated in the program, three-quarters of diverse backgrounds.

Through this career pipeline initiative, CASE directly partners with its members to identify talented students of diverse backgrounds and develop their interest in an educational advancement career.

**What are the dates of the program?**

June 1 – July 24, 2020

\*In special circumstances, an intern’s start and end dates can be adjusted to start earlier, finish later to accommodate a host institution’s schedule (i.e., for those on quarter systems.)

**What is the role of the host institution?**

The host institution provides the following:

* An eight-week paid internship. During which time, the CASE Advancement Intern will undertake assignments and projects that will develop their core advancement skills and help him or her to develop professionally
* A senior member of staff and an onsite mentor to oversee the intern’s development
* A designated staff person who will be both the intern and CASE’s main point of contact at the host site. This person is responsible for:
	+ Coordinating with CASE on selecting the intern (Either internal or external candidate(s))
	+ Planning projects for the intern
	+ On boarding the intern at the start of the program
	+ Supporting intern throughout internship as intern’s supervisor

**What CASE resources do the interns receive?**

During their eight weeks, CASE Advancement Interns receive:

* Three day CASE Advancement Internship Conference in Washington, DC
* Complimentary CASE ASAP Network Convention registration
* Participation in introductory CASE advancement webinars and workplace success seminars
* A designated book from the CASE Bookstore
* Mentor from your institution
* Participation in CASE’s e-Mentoring program to network with an advancement professional outside your institution
* CASE student membership for one year after the internship, accessing complimentary CASE webinars, the CASE library and Career Central
* Regular communication post-internship on entry-level job postings and career development opportunities

**What is the cost to host an intern?**

The cost to participate in the program is $2500 (US) fee per intern plus intern stipend (determined by institution). The $2500 fee covers associated costs of the program including the intern’s travel expenses to Washington, DC for the three day CASE Advancement Internship Conference.

**How do we determine the internship stipend?**

CASE recommends a $5,000 stipend or $15 an hour. This will cover your intern’s living expenses throughout the eight weeks.

In setting the compensation for the interns, hosts have the flexibility of providing a $5,000 stipend that is paid to CASE and then distributed to the intern or setting up compensation directly through the institution. Should you elect this option, CASE will distribute two checks to the intern during Week 4 and Week 8 of the program.

**How is the intern selected?**

Host institutions have the flexibility of selecting interns in three ways:

1. You have the perfect student at your institution in mind for the position (i.e. current work study student, phonathon worker)
2. You can recruit and interview internally to select an intern from your institution
3. You can recruit externally in which CASE will forward external applications for you to review and interview. External applicants will select as part of their application their top five schools they would be interested in interning at should they be selected.

**What is the application review timeline?**

The online application closes on February 7, 2020. For those hosts selecting from external candidates, an e-mail will be sent the week of February 17 with all applications. Host institutions should plan on contacting those students you are interested in interviewing for phone interviews or video conferencing.

The deadline to select your intern(s) and share this information with CASE is March 31, 2020.

**Can we host more than one intern?**

Absolutely! Some of our host institutions choose to do two or more, further enriching the experience.

**Do we need to provide housing?**

No. CASE does not require host institutions to provide or pay for housing, meals and/or transportation to and from your campus. Some hosts do provide housing and meal cards as an additional benefit for the intern.

**What happens once we’ve selected our intern(s)?**

CASE staff will work with the point person you’ve designated and the intern to make their onboarding into the program seamless. CASE will provide the intern with an official offer letter, resources to begin their internship and require a mandatory webinar for all interns to participate in prior to their internship in which we will review what to expect, professional code of conduct, etc…

The host institution will be responsible for getting the intern ready for their first day finalizing project(s) and office space. We have a collection of onboarding sample materials from previous hosts that are available for 2020 hosts to view.

**I’d love to talk to a past host to hear about their experience in the program. Is this possible?**

Absolutely! We have many hosts who have participated for multiple years. We’re happy to share contact information if you’d like to connect with past hosts and hear about their overall experience, including how they selected their intern, projects they assigned, and opportunities they provided to enhance the intern’s understanding and excitement for the profession.

**We want to host a 2020 CASE Advancement Intern. What are the next steps?**

All you need to do is commit. It’s that simple. Once you commit to hosting an intern, CASE will send you a host intake form to get more information. To host your intern, contact Robyn Neeley, Senior Manager, Career Programs at 202.478.5632 or neeley@case.org.