**Default Question Block**

Thank you for your interest in becoming a PROMISE Mentor-Supervisor for the 2016 summer program!

A note about the application: as you progress through the application the answers you input are securely sent to the Qualtrics server. Your application will be "in progress" until you complete the application. This saving happens automatically – **there will not be a need to "save" your progress.** When you revisit your application, you will need to use the same browser on the same computer that you used originally.

If you have questions or need to make changes after submitting please contact Binh Le at Binh.Le@oregonstate.edu or (541) 737-4384. (Email is preferred)

The PROMISE program reserves the right to extend the deadline date.

### Organization/Department Name

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<tr>
<th>Information</th>
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<tr>
<td>Is your program affiliated with OSU (unit, college, or department)?</td>
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<tr>
<td>☐ Yes</td>
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<tr>
<td>☐ No</td>
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### Campus Address:

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<th>Mailing Address:</th>
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<th>Primary mentor-supervisor Information:</th>
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<tr>
<td>This person will be responsible for primary correspondence with the PROMISE program.</td>
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<tr>
<td>First Name:</td>
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<tr>
<td>Last Name:</td>
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<td>Title:</td>
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<td>Email:</td>
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<td>Phone</td>
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<th>Have you been a PROMISE mentor-supervisor before?</th>
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<td>☐ Yes</td>
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<td>☐ No</td>
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If yes, what is the most recent year you participated?
Will there be other mentors-supervisors for this intern?

We will send mentor-supervisor self-reflection components of this application to additional mentor-supervisors to fill out and return.

- Yes
- No

Those listed here will be sent the self-reflection component, receive access to the applicant files, and receive all PROMISE correspondence.

First Name:                   Last Name:                   
Email:                       Phone:                       
First Name:                   Last Name:                   
Email:                       Phone:                       
First Name:                   Last Name:                   
Email:                       Phone:                       

Expectations and Responsibilities of Internship Organizations and Interns

A successful internship mentor-supervisor will work to create a dynamic learning environment. Organizations are usually very good at providing an intern with plenty of tasks and duties to perform on a daily basis, but sometimes falls short in making sure that the intern is engaged in their learning and development. All internship programs should provide students with learning-based projects. These activities are to assist students with enhancing skills that include but are not limited to oral/written communication, creativity, teamwork, problem solving, decision-making, leadership, quantitative reasoning, and field specific skills.

Additionally, a successful internship program establishes learning objectives, a work plan, and regularly meets with the intern for their personal and professional development. The ten week period goes by fast. Mentor-supervisors must be accessible and available to support the intern and their success.

We highly suggest that interns attend staff development workshops or seminars, participate in staff meetings, professional association meetings, meetings with stakeholders, and other innovative learning opportunities.

Below is the general outline of organization and intern responsibilities. If you are selected to be an internship site there will be additional orientation meetings and a handbook with more detail.

Organization Responsibilities:

- The organization will provide training, clear guidance, and assistance for student internship programs, policies, and procedures. This includes communicating professional expectations of the organization or site.
- During the 10 week internship period, the organization agrees to supervise each student for the mutually agreed number of hours and weeks. The organization agrees to determine the internship schedule based on the needs of the project.
- The organization reserves the right to modify planned tasks and projects during the internship period, as may be required by changes in circumstances.
- The organization will inform the intern of their responsibility to provide any transportation, meals, and/or lodging related to the internship, if required.
- Should the organization become dissatisfied with the performance of the student, the
organization will notify a PROMISE coordinator before performing necessary
disciplinary procedures.
- It is the responsibility of the organization to hold the intern accountable for the
completion of the project.

Intern Responsibilities:
- The intern will adhere to the PROMISE student internship policies and procedures for the
duration of the internship.
- The student will arrive at the internship site prepared to accomplish assigned
projects and tasks — refraining from conducting personal business while at the
internship site.
- The student will dress appropriately, in accordance with your organizational culture's
dress code, and abide by the relevant policies and procedures of the organization.
- The student will be punctual, dependable, courteous, and considerate of the
organization and other employees.
- Interns are expected to be ready to learn and grow from the 10-week process.
- Interns are expected to fulfill project and hour requirements.

Preparing an Internship Program

PROMISE requests that all organizations think about the following when preparing for an
intern:

Time - Organizations must have time to commit to train and provide ongoing guidance and
supervision of any intern/s. Organizations that cannot commit an appropriate amount of
time for their intern’s professional development are encouraged to recruit at another time.

Staff - Organizations must have a primary mentor-supervisor assigned to train,
supervise, and mentor interns. The organizational staffing structure should provide interns
with an individual who will be their main point of contact.

Physical Setting - Organizations must provide a work space — be it a computer station, a
lab bench, or a desk with a phone, etc. — appropriate to the tasks/job the student will
perform.

Internship Proposal

Project Name:

Project Description (250 words maximum):

When developing your project(s), make sure objectives are S.M.A.R.T. (specific, measurable,
attainable, realistic, and time-bound).

Try to make the experience as dynamic as possible. A forty-hour a week desk job or lab work
may be what is expected of their professional experience, but if this is the case, consider
integrating interns into your staff meetings, allowing them to do fieldwork, research, or
informational interviews if applicable.

Note: the intern should not be used as a “go fer” or as a member of the clerical staff.

We are looking for the following kinds of projects/sites:
- Alignment with the goals and values of the PROMISE program
- Equal emphasis on mentoring and supervising the intern
- Experiences which enhance intern learning and professional growth
- Projects where the intern's responsibilities are clearly outlined
- Projects that will provide a challenging learning experience with a reasonable opportunity for success
- Project outcomes that are achievable within the 10-week program
- Commitment to a midpoint and final evaluation
- Encourage involvement in and support the PROMISE professional development activities

While you have a specific project in mind, we also ask that you be flexible and adapt projects to the skill sets of the intern. We have found that PROMISE sites which understand more about the intern's capacities, training, and lived experience can better tailor the project, thus creating a mutually beneficial experience.

How does your organization and/or project meet the goals and values of PROMISE?

What are your intended learning outcomes for the intern?

Or, what competencies will the intern gain as a result of working in your organization and/or project?

Job Duties: Are there other job duties the intern will be expected to perform?

What will a typical work day look like for the intern?

What is your plan to develop and mentor leaders, particularly those from historically underrepresented communities.

What are the desired qualifications required to perform the job duties? Please include software proficiencies needed. Note: prior work with your organization is not an appropriate qualification.
Select keywords and field areas which best describe your project. These areas will be provided in the intern application. (You can choose multiple keywords).

We realize the complexity and dynamic nature of your projects may not be fully represented with these keywords; however, providing this information will assist the selection and matching process.

- Arts
- Assessment
- Business
- Communications
- Camps
- Equity
- Outreach
- Pre-College Programs
- Program development
- Recruitment
- Research
- Science
- Social Justice
- Video
- Website development
- Writing

Would you like to add another keyword to the list?

**Mentor-Supervisor Self-Reflection:**

One of the core values of the PROMISE program is self-reflection. This self reflection happens both on the part of the intern and the mentor-supervisor. With that in mind, the following questions will ask you to draw on your own experiences as a mentor and mentee.

Who were/are your mentors?

Provide examples of what you have gained through the mentoring relationship.
What did I learn about being a mentor from these experiences?

What did I learn about being a mentee?

How would you apply what you have learned about mentoring relationships as PROMISE mentor-supervisor?

What are your strengths as a mentor?

What are your areas of growth as a mentor?

Additional comments/reflections:

Stipend and Other Personnel Expenses:

The cost of the internship stipend and other personnel expenses is approximately $4,300 (PROMISE is unable to pay for housing, travel, or accommodations for interns). Interns are not eligible to receive health benefits. OSU departments and programs may request up to half of the total cost to be subsidized by the PROMISE program; the balance will be charged to the departmental index. Please note that salary and other personnel expenses will be charged in both FY16 (June) and FY17 (July and August). Sponsors should expect to incur some related services and supplies costs associated with having an intern.

Agencies outside of OSU will pay $4,300 to PROMISE (PROMISE is unable to pay for housing, travel, or accommodations for interns).

For OSU or non-OSU sites outside of Corvallis, we can explore a hybrid (online, virtual) model of engagement and learning for the weekly professional development sessions.

The PROMISE program will pay for intern costs associated with required professional development, including but not limited to, meals at weekly meetings, supplies for poster session, etc...
Funding the Internship: How much would you like to request from PROMISE to support an intern?

- 50% at $2,150
- None. We would like to fully fund the intern stipend at $4,300.

If this application to host an intern is accepted, all supervisors/mentors for the intern within my organization will:

- 1) consider all applicants and recommended matches of candidates in an ethical manner
- 2) create expectations, outcomes, and a work plan for the intern
- 3) support the intern with mentorship, guidance, and supervision
- 4) support the intern to develop professional competencies
- 5) provide a workplace that is aligned with the PROMISE mission and goals
- 6) encourage the student to fully engage in PROMISE professional development activities

If accepted I will support the intern and commit to attending the following events:

**Professional Development Commitments for Interns**
Weekly sessions - Wednesdays, exact times TBA (1.5-2.5 hours)
Intern retreat - Monday, June 27 (all day)
Orientation - Tuesday, June 28 (half day)
Professional Development Day - Early August (all day)
Volunteer service - (half day, TBD)
Finale -- Thursday, September 1 (half day)

**Sponsor/Mentor Commitments**
Pre-orientation Meeting - Early May
Networking session - Middle July (2 hours)  
*This is an opportunity for the intern cohort to meet all mentors/supervisors.*
Orientation with Interns - Tuesday, June 28 (half day)
Professional Development Day - Early August (possible participation)
Projects and presentation -- Thursday, September 1 (half day)

Thank you for your application and interest in being a PROMISE internship site.