

## Scripps Howard Communication Internship Program Supervisor Guide

Thank you for welcoming an intern to join your team. We're truly grateful for the experience you're providing to them. Please set high expectations for the student; offer guidance, supervision and feedback; give training on the professional standards and expectations of the job, pay the student in a timely manner and give constructive criticism where needed and praise when deserved.

### Key forms

After you signed off on the internship grant agreement, you received two emails with these forms:

- "Once you hire your intern"
- "Evaluation"

These forms are attached to your application.

If you have issues locating them in the online system, please reach out to our IT team at (855) 467-8264 or [support@submittable.com](mailto:support@submittable.com).

### Eligibility

1. Undergraduate students at the junior or senior level from the University of Cincinnati, Xavier University, Northern Kentucky University or Miami University majoring in communications, marketing, and/or public relations are eligible to apply.
2. **During the school year**, students work between 10-15 hours per week for a semester. For example, a student working 12 hours a week for 15 weeks, would intern a total of 180 hours. Total hours will vary because of a student's schedule and the nonprofit's needs.

Internship time periods during the school year are as follows:

- Winter/Spring: January to May (end of semester)
  - Fall: August to December (end of semester)
3. **Summer internships** are up to 200 total hours maximum. The intern supervisor and the student determine the number of hours to work per week and the total number of weeks.
  4. Students may have one Scripps Howard Communication Internship in their academic career.
  5. A nonprofit may have one Scripps Howard Communication Internship per calendar year.

### Recruiting and hiring internships

The recruiting and hiring of interns is the responsibility of the nonprofits. The Scripps Howard Foundation sends the application to the university contacts; however, it is ultimately the supervisor's responsibility to recruit, interview and hire the student.

1. Nonprofits are encouraged to promote the internship through its social media, staff, volunteers, newsletter, etc.
2. Students will contact the intern supervisor to apply and/or the university contacts may email intern supervisors a bundle of student resumes to review.
3. The intern supervisor interviews students and selects the student with the skills and qualifications needed for the internship. Assume students have not seen your complete application and email a copy to the students who are invited to interview.
4. If a student's resume has a previous internship listed, but doesn't indicate it was a Scripps paid internship, ask the student (see eligibility #4).
5. Once a student has been selected, you will need to log into the online application system and enter in the student's information and number of hours to be worked before we can send you your grant check (see "Key forms").

### Start of the internship

Scripps Howard Foundation supports the internships at \$10 an hour. Check is made payable to the nonprofit. The nonprofit is responsible for paying the student in a timely manner and any tax-related paperwork.

1. At the start of the internship, the intern supervisor should review with the student the professional standards, expectations and goals of the internship. Provide the student with information regarding the nonprofit's policies. Be clear about the opportunities provided by the internship.
2. Please add the words "Scripps Howard Communication Intern" to your intern's title. We are incredibly proud of this program and our partnership with nonprofits. Adding the nomenclature to the title is a way to recognize the Foundation's contribution and make other organizations, funders and students aware of the program. It reminds the student that the Foundation is supporting the internship, as well as recognizing your commitment to the internship program.

### During the internship

1. Revisit the expectations and goals of the internship. Tweak what needs tweaking. Regard mistakes as learning opportunities. Give the student the opportunity to learn new skills. Is the student ready for a challenge? If possible, provide the challenge.
2. If a student is unable to complete the internship, it is the responsibility of the intern supervisor to notify [Grants@Scripps.com](mailto:Grants@Scripps.com) with the reason, final date of the internship and total hours worked.
3. All unused funds are to be returned to the Foundation promptly. Please make check payable to Scripps Howard Foundation.

### End of the internship

1. Complete the "Evaluation" form via the Foundation's online application site (see "Key forms"). Discuss with your intern what went well and what areas could be improved.
2. The intern supervisor is responsible for completing any paperwork required by the university.

## Questions?

- Please email [Grants@Scripps.com](mailto:Grants@Scripps.com).
- Issues with the site? Please reach out to our IT team at (855) 467-8264 or [support@submittable.com](mailto:support@submittable.com).