CLIP
Partner Training Session
CLIP Goals

1. Create opportunities for UWM students

2. Create a talent pipeline in the Milwaukee metropolitan area

3. Build and deepen partnerships with the Milwaukee business and nonprofit community
What is an Internship?

For profit and non-profit internships
Positions are connected to learning; career, professional, and / or civic

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

-National Association of Colleges and Employers (NACE)
CLIP Basics

- Students are employees of UWM, but work at off-campus employer sites in their internship role.

- FWS awards each semester ≈ $1500.

- Positions are 10 to 15 hours per week, pay between $12.00 and $15.00 per hour, and occur during the academic year (Sept-May).

- FWS subsidizes 50% to 75% of the wage. Earnings beyond the fixed amount are *not* subsidized.

- Invoices for wages are sent bi-annually.
CLIP Course

The course helps students engage more deeply with their internship experience and is guided by the program learning goals:

- critical thinking and effective communication skills
- enhanced intercultural competence
- development of individual, social, and environmental responsibility

EDPOL 208 – 005 or 292

SEC 005 - Wednesdays 5:30-7:35pm (10/31/22 - 12/14/22)
SEC 292 – Asynchronous (10/31/22 - 12/14/22)
**Employer Partners Roles**

- **Supervisor & mentor**
- **Co-educator**
- **Develop positions in partnership with UWM**
- **Screen and train interns**
- **Conduct performance reviews & evaluation**

**UWM Program Staff’s Roles**

- **Orient & onboard partners**
- **Recruit interns**
- **Ensure student learning**
- **Process new hire paperwork and payroll**
- **Support students and partners**
- **Lead program evaluation**
Intern Onboarding Process

1. Screen candidates/interviews
2. Make job offer
3. New intern UWM onboarding
4. Site specific onboarding & training
Program Timeline

**Aug 2022**
Recruitment & onboarding begins

**September 13th**
CLIP Job Fair

**Sep. 2022**
Recruitment & onboarding continues

**Oct. 2022**
Orientation, training, and begin work

**Nov. 2022 - Dec. 2022**
CLIP class begins & check-ins occur

**January 2023**
Work over winter break

**March 2023 - April 2023**
Site visits

**May 2023**
Performance & program evaluations
Tips and Best Practices

Integrate intern into organization
- Orientation
- Training
- Staff introductions & communication

Create clear standards
- Set work schedule and/or productivity expectations
- Manage interns as you would other staff
- Provide regular ongoing feedback

Participate in student learning
- Discuss intern’s goals with them
- Connect goals to job duties, organization, and broader impacts
How To Log Student’s Hours
Step 1: Visit the CLIP Partner Webpage
Step 2: Click on “Log SSTPI Student Hours”

UWM supports partners in developing intern job roles and descriptions, provides orientation and ongoing logistical support to partners, and creates on-campus structures to support student learning and professional development. Employer partners serve as intern supervisors and mentors. For more information please browse the materials below or contact Elise Jaffee at ejaffee@uwm.edu.

Log CLIP Student Hours Here

click here to log your interns’ hours for the current pay period »

Resources for Partners

- CLIP Bi-Weekly Timecard – Fall 2022 Schedule
- CLIP Timecard Submission Process Recording
- Employer Information Session Presentation
- Information Session Recording
- Federal Work-Study Information Sheet
- Partnership Request Form
- Financial Contract Large For-Profit Employer
- Financial Contract Nonprofit, Public Agency, or Small For-Profit Employer
- Size Standards for For-Profit Business
- Federal Work-Study Position Description Template
- CLIP Supervisor Appraisal Form
- CLIP Student Self Appraisal
- CLIP Manual
- CLIP Partner Meeting Power Point Slides
Step 3: Complete Microsoft Form

UWM Timecard Submission Portal

* Required

Student and Supervisor Information

Please fill out section 1 for the student intern you are submitting hours for.

1. Which internship program are you submitting hours for? *
   - SSTPI (Student Success & Talent Pipeline Initiative)
   - CLIP (Community Leaders Internship Program)

2. Student Full Name *

Enter your answer

3. Supervisor Full Name *


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# CLIP
## STUDENT BI-WEEKLY PAYROLL Fall 2022

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<td>DEC C</td>
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*NOTE: To read the payroll periods, they go across. For example Sep A is from 08/28/2022-09/10/2022. Your timecard for Sep A should be submitted by Monday, September 12th by 3PM.*

*All timecards must be turned submitted electronically via the [Microsoft Form Portal Here.](#)*
Contact Information

Elise Jaffee

ejaffee@uwm.edu
312-286-5859
Closing Thoughts

- What motivated you to join as a partner?
- What impact do you hope CLIP will have on your organization?
- What obstacles or challenges have you faced, or do you anticipate?
- How have you or will you overcome them?
- What supports do you need from UWM or other CLIP partners to be successful?