



Extension

UNIVERSITY OF WISCONSIN-MADISON

Wisconsin Idea Internship Program



Are county offices maintaining records on the primary languages spoken by individuals served by their programming?



REQUEST FOR PROPOSALS

Wisconsin Idea Internship Program (WIIP)

Summer 2020

Overview and purpose

The Wisconsin Idea Internship Program (WIIP) is a talent development pipeline initiative sponsored by the University of Wisconsin-Madison's Division of Extension. It offers paid summer internship opportunities (up to \$8,000) and is open to current undergraduate and graduate students pursuing a degree-granting program in any School or College at UW-Madison. This program is intended to holistically develop the professional skills and interests of current students, provide them with opportunities to contribute to our organization's programs and activities, and encourage them to explore potential career paths in Extension.

In alignment with UW-Madison's institutional statement, the Division of Extension considers diversity to be a source of strength, creativity, and innovation. We value the contributions of each person and respect the profound ways their identity, culture, language(s), background, status, abilities, experiences, and perspectives enrich the university community. We commit ourselves to the pursuit of excellence in teaching, research, outreach, and diversity as inextricably linked goals.

Program objectives

The WIIP has two strategic objectives:

1. To create meaningful employment opportunities that help interns...
 - a. Build professional skills, talents, and assets that prepare them for future employment and career paths, both within and beyond Extension
 - b. Connect with, and contribute to Extension-sponsored programs, services, projects, and research efforts around the state
 - c. Explore how university-based research and traditional forms of knowledge are applied to serve and benefit the needs and interests of Wisconsin communities
 - d. Understand the important function of Extension both in Wisconsin, and its place at other U.S. Land-Grant Universities (LGUs)
2. To attract and develop candidates whose background, skills, and assets enrich Extension as a diverse and inclusive workplace. This includes, but is not exclusively limited to, strategic encouragement and recruitment of applications from:
 - a. Persons from racially, ethnically, linguistically minoritized communities
 - b. Members of tribal nations who reside on or near tribal lands¹
 - c. Persons with diverse abilities²
 - d. Persons with veteran status³
 - e. Returning adult students and persons with non-traditional student backgrounds
 - f. Areas of study and careers where women have been historically underrepresented (e.g. science, technology, engineering, and math [STEM], and others)

¹ See Equal Employment Opportunity Commission (EEOC) Notice No. 915.027 (May 16, 1988)

² See [Recruiting, hiring, retaining, and promoting people with disabilities: A resource guide for employers](#) (February 3, 2015)

³ See Equal Employment Opportunity Commission (EEOC) Notice No. N-915.056 (August 10, 1990)

Internship program scope

We are requesting proposals for summer internship positions from Extension faculty and staff. Extension will provide funding for up to 15 successful internship proposals. Internships will take place during the summer and are intended to last approximately three months. Funding can be used for salary and travel reimbursement (up to \$8000). Positions must be affiliated with an Extension Institute or Operations unit and be based out of one of Extension's offices across the state. Successful position proposals will be funded by Extension and allocated as follows:

- Agriculture (2)
- Community Development (2)
- Health & Well-Being (2)
- Human Development & Relationships (2)
- Natural Resources (2)
- Positive Youth Development (2)
- Operations (2)
- Access, Inclusion, and Compliance/Dean's Office (1)

Student Intern Eligibility

The Wisconsin Idea Internship Program is open to all undergraduate and graduate students pursuing a degree-granting academic program at UW-Madison. Students with part-time or full-time enrollment status may apply, but all applicants must be able to verify their enrollment at UW-Madison for fall semester of 2020. Students graduating in May 2020 are eligible to apply for WIIP positions.

Intern-Supervisor Expectations

These are formal internships where the student will work under their supervisor/mentor. Interns will be classified as student hourly employees. If appropriate, an intern may also coordinate with their faculty advisor for possible academic credit. In addition to established duties and responsibilities associated with the intern's position, supervisors are expected to take an active role in mentoring, advising, and guiding the work of their intern.

Parameters for Internship Position Proposals

While supervisors/mentors are responsible for identifying duties and responsibilities as a part of their proposals, we encourage internships to be flexible in their initial design. The purpose of this is to allow interns and supervisors/mentors to "co-establish" a set of mutually beneficial goals and learning outcomes for the position. Furthermore, this will allow supervisors/mentors to tailor the opportunity to a hired intern's professional interests, skills, and assets.

This internship program is open to all students pursuing their studies and degree in any School or College at UW-Madison. We recognize that some internship opportunities may align closely with certain academic disciplines or majors. Thus, it is appropriate to identify and include relevant areas of study or academic interests as a part of the proposal. However, we encourage supervisors/mentors to avoid developing proposals for positions that exclusively seek to recruit applicants based on specific majors or academic disciplines.

Program components⁴

1. In-person **orientation** for interns and supervisors (Location: Madison, WI)
Objectives and focus
 - a. Introduction to the U.S. Land-Grant University system and Land-Grant Mission
 - b. Introduction to the Division of Extension and its core programs and activities
 - c. Professional networking opportunities
2. **Mid-summer check-in** for interns and supervisors (via Zoom or in-person)
 - a. Sharing experiences

⁴ The timeline on pg. 5 includes tentative dates for WIIP activities

- b. Professional networking opportunities
 - c. Provide guidance and direction on the internship report/summary
- 3. **Internship showcase event** for interns, supervisors/mentors, and special guests
(Location: TBD)
 - a. Celebrate interns and showcase their work
 - b. Wrap-up the WIIP experience
- 4. **Internship report/summary**
 - a. At the conclusion of their employment, each intern is expected to produce and present a report/summary of their work with guidance and support from their supervisor/mentor. The report/summary can include:
 - i. Identifying the project or issue
 - ii. The intern's involvement on the project or addressing the issue
 - iii. What interns learned during their employment with Extension or working with their supervisor/mentor
 - iv. How the internship experience will benefit the intern's future goals and professional trajectory. Note: Internships that are based in county offices will be expected to present a summary of their work and experience to the appropriate county board.

Proposal criteria and evaluation

Position proposals will be evaluated by a committee that includes members of the Dean's Leadership Team, Office of Access, Inclusion, and Compliance, and Human Resources.

The committee's evaluation and selection of funded internships will be guided by the following questions:

1. Does the internship proposal align with the strategic objectives of the WIIP?
2. Does the proposal clearly identify an existing or emerging issue/need in Extension?
 - a. If so, in what ways will this position, and its respective duties, help address the issue/need?
3. How or what ways does the proposal offer the intern opportunities that deepen their understanding of Extension as an organization, and our programs, services, projects, and research activities?
4. If funded, how could this internship opportunity holistically support and advance an intern's professional experience, goals, skills, talents, and assets? In other words, what are the range of benefits this type of position has to offer an intern?

Proposal Submission Process and Timeline

Position proposals are due no later than **February 7, 2020**. Proposals must be submitted online through the following link:

https://uwmadison.co1.qualtrics.com/jfe/form/SV_5zoNznc5R1Gtr4p

Questions related to the proposal application and process can be directed to:

oaic@extension.wisc.edu

Funded proposals

Notification of selected proposals will be made no later than February 28, 2020. Supervisors of funded internships will need to post the position to the UW Student Job Website by March 1 to align with the WIIP's strategic recruitment efforts on UW-Madison campus and elsewhere. See accompanying timeline for further details.

Student Recruitment

Those who receive funding for an internship are expected to be diligent in marketing the Wisconsin Idea Internship Program opportunities to potential applicants, including those from the groups listed in the program's objectives. Additionally, Extension's Office of Human Resources and the Office of Access, Inclusion, and Compliance will assist in identifying and leveraging campus-based relationships that support the WIIP recruitment process.

Wisconsin Idea Internship Program Timeline UW-Madison Division of Extension

Compressed timeline for 2020

Activity	Due Date*
Initial RFP email to all staff	Week of January 13
Deadline for submitting position proposals (online application)	February 7
Committee's individual review of proposals	Starts on February 10
Dean's Leadership Team Meeting	February 20
Notification of successful proposals	February 20-February 28
Create a notification for all WIIP positions for marketing (position title, brief description, tag words, link to application)	February 28
Positions need to be posted to UW Student Job Website (strategic recruitment begins)	March 1
Student application deadline	11:59PM on April 12
Student interviews	April 13 - 24
Internship employment period	Approx. June 1 – August 30
WIIP Orientation	June 1
Mid-summer check-in	Early-mid July
Final showcase event and project reports	Mid-end of August

Prospective timeline for subsequent years

Activity	Due Date*
Initial RFP email to all staff	October 30
Deadline for submitting position proposals (online application)	December 1
Notification of successful proposals	January 5
Student recruitment begins	January 15
Student application deadline	April 15
Student interviews	April - May
Internship employment period	Approx. June 1 – August 30
Program evaluations/project reports	September 15

*If date falls on a weekend or holiday, due date will be next business day.

SAMPLE
POSITION PROPOSAL APPLICATION
Wisconsin Idea Internship Program

***** Position proposals are due February 7, 2020 and must be submitted online. *****

Click on the following link to access the online application:

https://uwmadison.co1.qualtrics.com/jfe/form/SV_5zoNznc5R1Gtr4p

1. Office or department interested in hiring intern:
2. Intern supervisor/mentor information (Name, title, email)⁵
3. What is your Institute affiliation?
 - Agriculture
 - Community Development
 - Health & Well-Being
 - Human Development and Relationships
 - Natural Resources
 - Operations
 - Positive Youth Development
 - Office of Access, Inclusion & Compliance/Dean's Office
4. Location of internship (county [if applicable], street address, city):
5. Proposed internship position title:
6. Duration of internship (estimated start date, number of weeks):
7. Hours per week:
8. *The Division of Extension funding can be applied to the intern's salary and travel expenses.* Is there county, grant, or other types of any funding sources available to support the intern (i.e. lodging, mileage, etc.)?
9. If additional funding sources exist, how much?
10. Amount of funding requested for this position (up to \$8,000):
11. Please describe the project and/or an identified issue/need that you want to address. How will an intern collaborate on the project and/or help address the issue/need you identified? (maximum of 2000 characters):
12. Please provide a description of the proposed internship's core functions, responsibilities, and duties (maximum of 2000 characters):
13. Please list any desired knowledge, skills, and/or experience a strong applicant for your position might possess (maximum of 1000 characters):
14. In order to target our outreach and recruitment, please check Schools or Colleges that you feel are relevant to students who might be interested in your internship position (check all that apply):

⁵ All supervisors and time approvers must be employed by the Division of Extension

- | | |
|--|---|
| <input type="checkbox"/> Agricultural and Life Sciences | <input type="checkbox"/> Law |
| <input type="checkbox"/> Arts | <input type="checkbox"/> Letters and Science |
| <input type="checkbox"/> Business | <input type="checkbox"/> Medicine and Public Health |
| <input type="checkbox"/> Computer Science | <input type="checkbox"/> Nursing |
| <input type="checkbox"/> Education | <input type="checkbox"/> Pharmacy |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Public Affairs |
| <input type="checkbox"/> Environmental Studies | <input type="checkbox"/> Social Work |
| <input type="checkbox"/> Human Ecology | <input type="checkbox"/> Veterinary Medicine |
| <input type="checkbox"/> Information | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Journalism & Mass Communication | |

15. Please list up to 10 “tag words” that an applicant might find interesting about this position:

For example, if I wanted to hire a communications intern to work in Extension’s Office of Communications and Stakeholder Engagement, tag words might include “strategic communications, marketing, website development, social media, brand management, etc.”