



# ISLAND INSTITUTE

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## *Island Scholars Internship Program 2015 Overview*

During the summer of 2015, the Island Institute will place up to 10 island college students and rising high school seniors in internship positions with island businesses, municipalities, schools, and nonprofit organizations. The Island Internship Program is designed as a way for island students to gain practical work experience in Maine and explore career opportunities on the islands.

Interns will be selected based on their demonstrated commitment to their communities, as well as an interest in enhancing their own skills and supporting a local organization. Summer internship host sites will be selected from a group of island businesses, municipalities, schools, and nonprofits that have identified meaningful project work and have the ability to support and mentor an intern. Applicants will indicate which host sites are of interest. The Island Institute works to partner interns with host organizations based on their mutual interests and community connections.

In order to give students and host sites the flexibility they might need, both time-wise and financially, the program will be broken down into four tiers. The tier is chosen by the hours the intern is expected to work. The stipend they will receive and the expected host site contribution also change as a reflection of intern hours worked. The four tiers are as follows:

- 300 hours; \$2500 Stipend; \$500 host site contribution
- 225 hours; \$1875 Stipend; \$375 host site contribution
- 150 hours; \$1250 Stipend; \$250 host site contribution
- 75 hours; \$625 Stipend; \$125 host site contribution

### **The Island Scholars Internship Program:**

- Is based on 10 professional standards
- Uses a formal application process and selection criteria to select summer interns and host sites
- Provides summer interns with a stipend of up to \$2,500 and travel support
- Assists both summer interns and host sites in developing goals and expectations for the summer internship experience
- Provides ongoing support and mentorship to interns and host sites as needed

### **Information for Summer Interns:**

- Island Scholars in college, as well as rising high school seniors, are invited to apply
- Selected summer interns will be placed in an appropriate position through an application, interview and matching process
- Host sites will provide direct mentoring and learning experiences to the summer interns

**The Island Institute will provide:**

- Orientation
- Ongoing support
- A stipend of up to \$2,500, depending on selected internship tier

**Summer interns are expected to:**

- Work a maximum of 300 hours, depending on selected internship tier, with the host organization for a period of 8-10 weeks
- Participate in orientation
- Complete evaluation reports

**Information for Host Sites:**

- We ask host sites to complete a short application to define the work for the intern position
- The Island Institute will provide host sites with copies of intern applications to ensure that a well-qualified student is matched with the position
- Host sites are responsible for providing meaningful work and daily oversight of the intern
- Host sites are required to provide a cash match or in-kind contribution for the position. (See tier system above for exact amount)

**Timeline:**

*February 2, 2015*

- *Applications due from interested host sites*

*April 15, 2015*

- *Applications due from interested high school and college students*

*May 2015*

- *Student intern applications delivered electronically to host sites for review*
- *Island Institute schedules interviews between the host site and student applicants*
- *Summer internship placements finalized*

*June 2015*

- *One-day training/orientation for students and host sites*
- *Summer interns begin term of service*

*July 2015*

- *Check-in with sites and summer interns*
- *Ongoing program evaluation*

*August 2015*

- *Summer interns complete term of service prior to September 7, 2014*
- *Final evaluations completed within one week of ending the internship*

*For additional information please contact:*

Julia Maher, Community Development Associate

Email: [jmaher@islandinstitute.org](mailto:jmaher@islandinstitute.org)

Phone: 207-594-9209 ext. 132