



MORAVIAN COLLEGE

Moravian College Community Internship Program Overview for Employers

Purpose of Program:

To provide compensation to Moravian College students that complete internships at non-profit organizations in the Lehigh Valley area.

Benefits for Host Organizations:

- The opportunity to have a high-quality student work for their organization and provide much needed support to projects;
- Ability to complete necessary projects while connecting with students from local institutions;
- To educate students about the valuable work being done by non-profit organizations.

Benefits for Students:

- To engage in the community by completing an internship in their intended field while also benefitting a deserving non-profit organization;
- Learn more about the world of non-profit organizations and valuable work being done;
- Taking academic work being learned in the classroom and apply it to a hands-on learning opportunity.

Program Guidelines:

Dates/Hours:

- Student will work for a minimum of 13 weeks corresponding with the College semesters or summer break.
- Student is to complete a total of 140 hours over the course of the internship for an average of 8-10 hours a week. Specific hours, days, etc. will be determined by the employer and the student as needed.

Academic Credit:

- Students completing these internships are not required by Moravian College to obtain academic credit, but it is highly recommended.
- Students interested in earning academic credit must work with the Office of the Provost at Moravian College to ensure they meet all necessary requirements and complete required paperwork. It is the responsibility of the student to ensure all necessary paperwork is complete.

Advertising Positions:

- Participating employers will be contacted by the Moravian College Center for Career and Civic Engagement to obtain job descriptions and review the overall program.
- Postings will be sent electronically to the Center for Career and Civic Engagement and will be posted on the online job/internship website, Hound Hire Linke.
- The employer and the Center for Career and Civic Engagement will agree on a deadline for applications to be submitted and all resumes/cover letters will be sent to a designated contact at the organization on that date.
- Once applications are received, the employer can begin the selection process.

Candidate Selection Process:

- Resumes will be reviewed by the employer and they will determine what students, if any, they would like to interview for the internship.
- Interviews can be conducted at the employer's place of business or on campus at Moravian College in the Center for Career and Civic Engagement; whichever the employer prefers. Arrangements can be made for on campus interviews by contacting the Center for Career and Civic Engagement.

- Once interviews are complete, the employer will designate a candidate to hire and can make the offer of employment directly to the student.
- The employer will then contact the Center for Career and Civic Engagement at Moravian College and inform them of the selection.

Awarding Funds:

- Stipends are in the amount of \$1250 per intern.
- Students are awarded funds in two increments: \$625 in the middle of the internship and another \$625 at the end of the experience if the employer believes the student met intended goals.
- If the internship is not completed for any reason, the student will be responsible for paying a partial or full refund based on the amount of time they worked. The payment to be returned will be added to the student's College account if not repaid.
- Stipends are subject to income tax deductions because a student is being compensated for work completed.
- Moravian College will contact students about completing necessary paperwork and will issue payment.

Communicating with Moravian College

- Throughout the course of this program the Center for Career and Civic Engagement at Moravian College will be in contact with internship host sites to discuss the student's performance and overall success of program.
- Any questions/concerns that occur throughout the process can be directed to the Center for Career and Civic Engagement.

Assessment/Moving Forward

- At the conclusion of the program surveys will be sent to all the parties involved to determine if the relationship was successful and if determined goals were met.
- Based on the outcome of the assessment, the program will be adjusted moving forward.

Sample of Participating Host Sites

As of fall 2014, the following organizations have served as hosts to students participating in this program:

- Downtown Bethlehem Association, Summer 2012
- Wildlands Conservancy, Summers 2012 and 2013
- Leukemia and Lymphoma Society, Fall 2012
- Lehigh Valley Chamber of Commerce, Summer 2013
- The Salvation Army, Summer 2013
- Children's Home of Easton, Summer 2013
- Boys and Girls Club, Summers 2013 and 2014
- Bethlehem Catholic High School, Summer 2013
- Muscular Dystrophy Association, Spring 2014
- Community Services for Children, Spring 2014
- Community Service Foundation, Spring 2014
- Bethlehem Area Public Library, Summer 2014
- Laros Foundation, Summer 2014

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