Undergraduate Community-Based Internships (UCBI)

2023-2024

Informational Packet

About UCBI

Undergraduate Community-Based Internships create partnerships between dedicated undergraduate students and non-profit/public sector organizations that are actively engaging in community-led work. UCBI partner-organizations identify and address power, privilege, and oppression in the greater community and within their own organizations.

Purpose & Aim

UCBI provides opportunities for students to participate in paid internship opportunities in the non-profit and public sector in Seattle and King County.

UCBI aims to engage students in:

- MEANINGFUL WORK
- SUPPORT AND GUIDANCE
- PERSONAL GROWTH

Paying Interns

Compensating interns for their work in community is foundational to this program. Interns receive **$2,250 per quarter ($4,500 total stipend)**. This roughly equates to about $18.75/per hour (12 hours x 10 weeks). Funds are distributed twice monthly through UW's Workday.

Guiding Principles

Humility

UCBI interns value listening by holding space for diverse perspectives and life experiences, and honor the wisdom inherent within and throughout local communities.

Equity

UCBI interns are committed to undoing racism and other oppressions through everyday actions that uplift local communities.
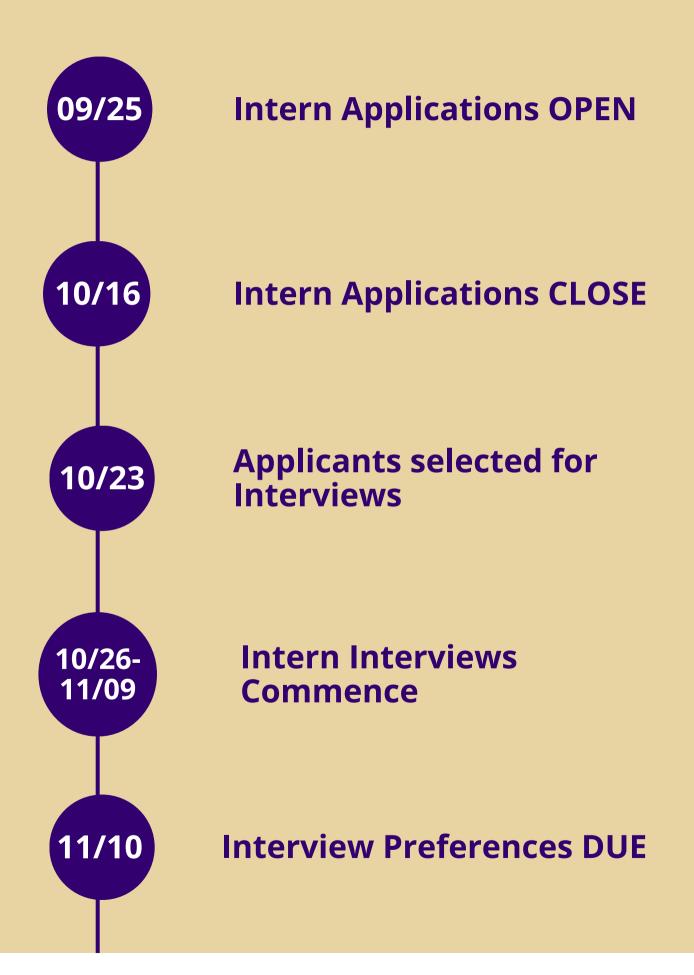
Responsibility

UCBI interns are compassionate members of local communities who utilize the privilege of higher education in support of community-driven efforts to hold systems accountable and advocate for systemic change toward social justice.

Introspection & Purpose

UCBI interns reflect on their roots, strengths, and areas of growth, embracing the challenge to develop confidence and capacity in their personal and professional work.

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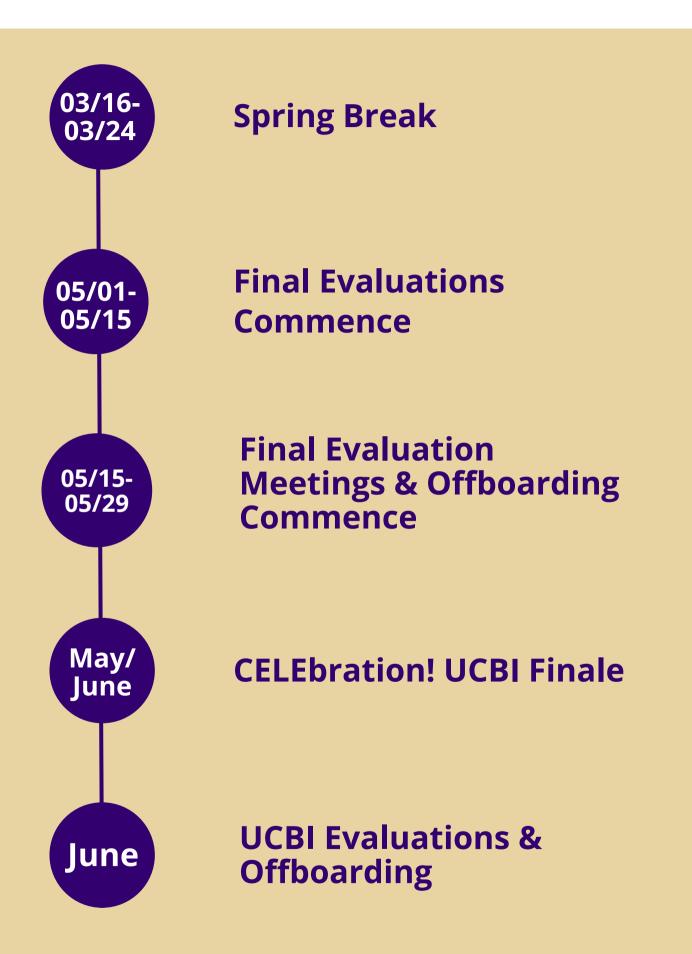
2023-2024 Program Timeline

09/25 — **Intern Applications OPEN**

10/16 — **Intern Applications CLOSE**

10/23 — **Applicants selected for Interviews**

10/26-11/09 — **Intern Interviews Commence**

11/10 — **Interview Preferences DUE**

**Time frames and due dates are subject to change.
Any adjustments will be communicated via email.*

Timeline Continued

11/23 — **Intern Appointments Confirmed**

12/01-12/15 — **CBO Onboarding for Interns**

01/03 — **Internships Begin!**

02/16-02/29 — **Midpoint Evaluations Commence**

03/01-03/15 — **Midpoint Evaluation Meetings Commence**

*Time frames and due dates are subject to change. Any adjustments will be communicated via email.

Timeline Continued

03/16-03/24 — **Spring Break**

05/01-05/15 — **Final Evaluations Commence**

05/15-05/29 — **Final Evaluation Meetings & Offboarding Commence**

May/June — **CELEbration! UCBI Finale**

June — **UCBI Evaluations & Offboarding**

*Time frames and due dates are subject to change.
Any adjustments will be communicated via email.*

Program Structure

The UCBI program offers a supportive structure to guide students through their internship experience and ensure they are contributing to their organization. The following is a brief overview of program components:

Mentorship Meetings

Interns will meet with their assigned UCBI Mentor periodically throughout the internship . These meetings allow interns to reflect on their work at their host organizations, ask questions, and process feedback regarding their performance.

Small Group Meetings

Interns will meet in small groups during cohort meetings. Meeting in small cohorts allows for interns, their peers, and their mentors to discuss relevant issues in their communities and host organizations, as well as current events.

Cohort Meetings

We will use cohort meetings to offer community-building, workshops, panel discussions, and reflection activities to our UCBI cohort. These meetings will also be an opportunity to engage with community and campus partners.

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Anchoring Tasks

Growth Plan

The growth plan serves to structure and guide UCBI interns' experiences, reflections, and professional development. It is a living document that can and should be revisited, refined, and adjusted throughout the internship. We highly encourage interns, mentors, and site supervisors to make changes and/or modifications during the internship in order to better adapt to the needs of both the intern and the community organization.

Community Asset Map

Interns will learn the fundamentals of community asset mapping and will identify assets in the communities in which they work. Through general research on the area, interviews with community members, walks through the community, and other data collection strategies, interns will create an asset map to support their greater understanding of the wider ecology of their community and organization.

CELEbration

CELEbration is an event that showcases final presentations to peers and community partners at the end of spring quarter. Interns will reflect upon and share their work, describe how they grew from the experience and discuss how this internship influenced their next steps.

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Roles & Expectations

Intern

- 10 hours per week with host organization/CBO
- ~2 hours per week with cohort meetings
- Consistent communication with site supervisor and mentor
- Respect workplace expectations and culture
- Honor punctuality for scheduled shifts and meetings
- Complete anchor tasks, timesheet, hours

Mentor

- Support intern's personal and professional development
- Facilitate learning around equity, asset-based community development, and systems of oppression
- Serve as liaison between students and CBOs
- Maintain timely communication
- Provide reflection opportunities for interns

Organization

- Coordinate orientation and onboarding
- Conduct weekly check-ins with intern
- Provide professional development opportunities that align with intern Growth Plan
- Give timely and specific feedback
- Two meetings total with both the intern and mentor present to discuss evaluations
- Communicate with UCBI team any needs for internship success

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Application Process

The UCBI team strives to make the application process simple and accessible. Applicants are highly encouraged to attend informational sessions about the program prior to filling out the application. A downloadable version of the application is available on the UCBI website. Please note: though it is uncommon, internship listings are subject to change.

Info Session

The 2024 internship info session will be held virtually on October 5th from 4:00-5:00pm pst. Meeting ID: 923 1634 2394

Tips on Preparing for your Application

- Read thoroughly all the organization's internship listings and decide which are your top 3 choices before applying.
- Update your resume and make sure it is applicable to work in the organizations you are most interested in. (Only 1 resume may be submitted per applicant)
- Download the application and fill out responses in that document. Then copy/paste the content into your application.
- Email the UCBI team for any clarification you need. UCBIteam@uw.edu

Resume

There are many resources available at the Career & Internship Center at UW. Check out their site for tips and samples for Resume's https://careers.uw.edu/channels/resumes/

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Interview Process

The UCBI application for interns require applicants to select their top 3 organizations, with a statement on why they want to work with each specific organization. Once applications are submitted, UCBI Mentors will read through the applicant pool and match potential interns with their top sites for interviews. Each org will be given contact information for interview candidates. Organizations are required to interview with candidates within the given interview time frame. It is up to each organization to schedule interviews with candidates.

Interview Skills
UCBI provides interns with additional resources for best interview practices. Email communications will provide these links.

Applicant Preferences
Once applicants interview with all potential organizations, they are required to notify the UCBI team of their top three choices. To ensure onboarding runs smoothly, any individuals that do not provide this preference list by the due date forfeit their right to have preferences taken into consideration during the final matching process.

Matching Process
Just as interviewees submit preferences, so do community-based organizations. The UCBI team works to match top preferences to the best of our ability while also ensuring as many interns can be placed as possible. A multitude of factors are taken into consideration which mean preferences will be taken into consideration but are not always the deciding factor.

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Scheduling Policy

As a requirement of the program, interns must complete 10 hours of work a week for their organization for the duration of the internship. We require host organizations to determine a schedule that works for both the intern and the organization. Please keep in mind this workload when considering additional commitments.

Tracking Time Worked

Timesheets must be completed bi-weekly for compensation. Methods for submitting timesheets may change year to year. Keeping a log of work done is strongly encouraged to ensure transparency and accountability with projects and tasks.

Absences

Reasons for absences may include illness, health emergency, family emergency, etc. Making up time for work days missed are to be discussed between interns and host organizations. Students with more than two unexcused absences run the risk of losing their internship.

Cohort Meetings

Cohort meetings are required and compensated. These meetings do NOT count toward the 10 hours of on-site work. Students who miss a meeting will need to review the missed content and complete the task or reflection activity as determined by the UCBI team. More information on this policy is provided on the following page.

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Cohort Meeting Policy

As a requirement of the program, interns must attend **all** UCBI weekly cohort meetings. Interns are compensated for their time spent in cohort meetings and may also receive academic credit for the meetings.

Reasons for absences may include illness, health emergency, family emergency, etc.

The UCBI team expects students to notify mentors of pre-planned absences at the start of each quarter. If you will be absent due to one of the reasons above, notification of absence via email is also required.

What happens if I miss a cohort meeting?
If you miss a cohort meeting, you will need to review the missed content and complete the task or reflection activity as determined by the UCBI team. You will have one week to complete the task and submit the completed activity.

Additional Notes
Students with more than two unexcused absences run the risk of losing their internship. If you miss more than two cohort meetings in a quarter, you will be asked to meet with CELE Center staff to discuss your ongoing commitment to the program.

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Maximizing INTERNSHIPS

WE ASKED EMPLOYERS what advice they have for UW students participating in internships. Below you'll find direct quotes from employers, based on positive and less than positive experiences they've had with interns in the past. Take heed of this advice in order to maximize your internship experience.

FOCUS ON LEARNING
> Keep an open mind - explore all options and experiences presented to you.
> Look for the learning opportunities in every task.
> Participate in stretch assignments if possible.
> Take notes when being shown things you need to remember.
> Use it as a time to learn what you want to do for your future career.

TAKE INITIATIVE
> Always be busy. Always ask if there is more/anything to do.
> Always take initiative and go above/beyond the job expectations.
> Actively seek out feedback and direction from your mentor or manager.
> Make the necessary push to stand out amongst your peers; this is the most effective way to get noticed and hired on directly by the company.

FULLY ENGAGE
> Make sure you have a work plan and specific goals so you can stay focused and add value.
> Be passionate and excited about the opportunity. I've seen interns that were not engaged and it resulted in negative experiences for everyone.
> Give it your all for the extent of the internship. Even if you realize part way through that you're not interested in doing this as a career, still show up and do everything you can to impress. The relationships you build with coworkers and managers during your internship can be used to help when you DO find something you love. Don't leave them thinking you were lazy or uninterested.

ASK QUESTIONS
> Take every opportunity to ask questions! Don't be the "silent" intern!
> Ask questions when you don't understand something.
> Asking questions means you are eager to learn and that is what we like to see out of our interns.

SEE THE BIG PICTURE
> Realize that an internship for most companies is an extended interview. While we won't necessarily monitor every second of every day, people are watching and making note of both the positive and potentially negative aspects of our interns' time with us.
> Treat the position as a job – it's a great time to show your skills and value, often resulting in much more significant roles and responsibilities being offered to you. This will result in a more productive, interesting, and rewarding experience, and will increase your odds of getting a full time job offer.

BE PROFESSIONAL
> A lot of interns do not take into consideration their personal life and how it affects their jobs. Things that you do and post to social media can affect you in your career. If you are applying for a professional organization then you must be professional at all times.
> Professionalism and punctuality are important regardless of the company or discipline.
> Don't use phones during work to text friends.

Thank You!

We look forward to reading your applications!