



*Meritus helps low-income San Francisco youth with grit and ambition complete a college degree and prepare for post-college success through a combination of scholarships, coaching, and career mentorship.*

### **Deepening the College Experience**

An internship experience is an invaluable complement to a college education. It strengthens students' convictions about their majors, helps them gain confidence in their work abilities, and provides them with key insights into their career goals. Internships also prepare students for future employment by teaching professional expectations and developing communication, teamwork, and other "soft" skills.

### **Positioning for Postgraduate Success**

A 2013 national survey of employers identified that having an internship during college is the most desired qualification in new hires. Yet students from low-income backgrounds are significantly less likely to participate in internship opportunities, especially those that are unpaid. They are also less likely to have the networks that give them an advantage in identifying internships. In partnering with Bay Area employers, Meritus is able to address this professional need by offering meaningful, paid internships to our Scholars.

### **Employer Benefits**

In surveying our 2014 internship hosts, employers cited the following benefits from participating in the Meritus program:

- Diversifies its company's HR pipeline
- Raises companies' visibility
- Develops the managerial skills of internship supervisors
- Offers its company a pool of pre-screened internship candidates
- Gives an alternative to internal referrals as the primary source of recruitment

### **Requirement**

In participating in Meritus' program, employers reserve one or more paid internship positions for Meritus Scholars.

### **Compensation**

Meritus expects that Scholars will be compensated according to applicable federal, state, and local laws although exact rates will vary depending on site, length of commitment, and type of position.

### **Duration**

Typically, placements range from 6-9 weeks during the summer months, depending on college schedules and the needs of the internship placement site.

### **Program Structure**

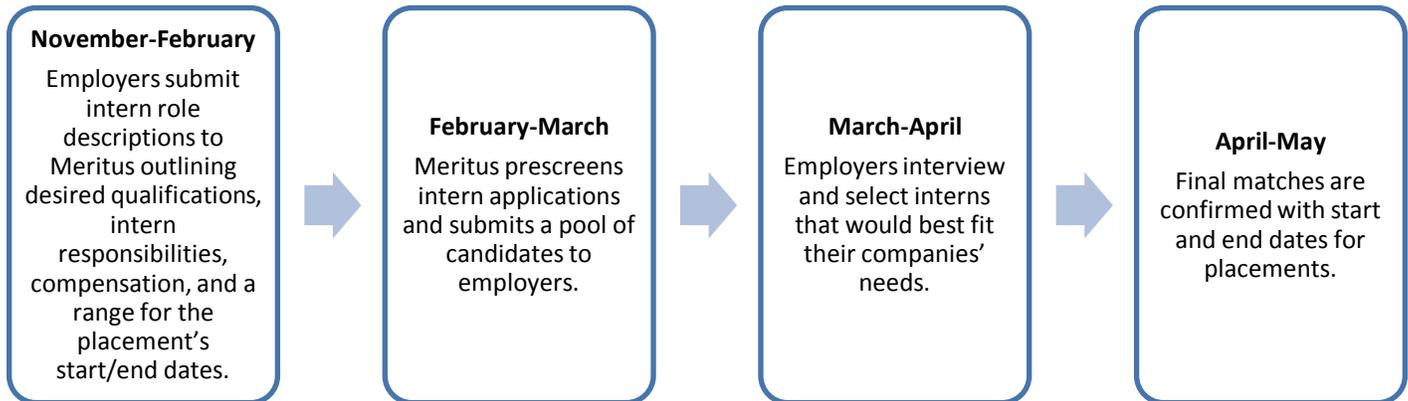
The program is flexible in accommodating employers' needs. Some employers prefer to integrate Meritus Scholars into their companies' existing internship programs; others work with Meritus to develop a newly structured position. Successful internships provide ownership to students of one or more projects, integrate reflection into the experience, connect students with more experienced employees, include workplace coaching for continued development, teach students new skills, and/or offer ongoing feedback on student growth.

Interns across all sites build their career awareness by attending three summer workshops and conducting three informational interviews.



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### Summer Intern Hiring Process



### Internship Onboarding

- Human Resources professionals coordinate the standard paperwork required by their companies and arrange payroll directly with interns.

### Internship Supervision

- Meritus asks that each employer identifies a key contact to coordinate the hiring process.
- Meritus requests that the company appoints one supervisor who can provide a feedback loop for Meritus in supporting the professional growth of its intern.
- Direct supervisors identify and communicate workplace expectations to Meritus staff and interns.
- A Meritus staff member will check in with the internship supervisor to ensure that employer expectations are being met.
- A Meritus staff member will conduct a mid-internship site visit with the intern and his/her director supervisor(s).
- Supervisors are asked to complete an end-of-summer intern performance review and program evaluation.

### Internship Career Development Activities

- Interns are required to attend three off-site professional development events hosted by Meritus. Supervisors will be provided with the dates and times in advance.
- Supervisors are asked to support interns in identifying and arranging at least three informational interviews with company employees.



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**Placement Information**

1. My company will provide Meritus an internship position description, including compensation range, by: \_\_\_\_\_
2. My company would like to receive intern applications by: \_\_\_\_\_
3. Ideally, how many weeks would your internship placement be? \_\_\_\_\_

<b>Please check each of the following to confirm your commitment.</b>	
	My company commits to reserving at least one internship placement(s) for a Meritus Scholar(s).
	My company will submit a job description to Meritus including compensation range.
	My company agrees to engage in the application review and interview process.
	My company agrees to make a hiring decision within two weeks of interviewing candidates.
	My company understands that we are responsible for compensating our intern(s) in accordance with federal, state, and local laws.
	My company agrees to allow our intern(s) to attend 3 off-site professional development activities.
	My company agrees to identify a direct supervisor that will provide feedback to our intern(s) and communicate our intern’s progress to Meritus staff.
	My company agrees to arrange 3 informational interviews with our staff.
	My company will help to coordinate a summer site visit in which a Meritus staff member will meet with our intern(s) and direct supervisor(s).
<b>Comments:</b>	

Company: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_