

Name of college:	<i>Des Moines Area Community College (DMACC)</i>
Location of main campus:	Ankeny
Website:	www.dmacc.edu
Key contact(s):	Career Center 515-964-6463 careers@dmacc.edu
Best time/method for recruitment:	During the semester before you would want the intern. Post through: http://www.collegecentralnetwork.com/dmacc/ or contact program advisors about your interest in having a student placed with you. They have a Career Center that can help, but most students find a work experience location through their advisor/department.
Career/internship fair information:	2015 Early Childhood, Pre-Education, and Human Services Career Fair took place in late January Other career fairs take place throughout the year, keep an eye on the Career Center calendar for upcoming events
Internship structure/requirements:	A 3-credit work experience course is typically a minimum of 120 hours. Most students at DMACC are nontraditional or part-time so they appreciate flexibility in scheduling the hours.
Other information:	The Career Center helps students create a resume, cover letter, prepare for interviews, etc.

Name of college:	<i>Grinnell College</i>
Location of main campus:	Grinnell
Website:	www.grinnell.edu
Key contact(s):	Christie Mohlke Assistant Director of Career Development and Internships mohlke@grinnell.edu
Best time/method for recruitment:	Late fall/early-mid winter (September-February)
Career/internship fair information:	We do not host fairs; recruiters come recruit individually at our location. Please contact us for more information.
Internship structure/requirements:	Students are required to pay tuition and create a student learning plan with a professor. Hours may vary depending on the time of year: For an academic semester, the internship must be for at least 12 weeks working 14 hours per week onsite; an internship during the summer term must be at least 8 weeks working 40 hours per week onsite. Recommended: 40 hours, designated workspace, training plan, specific mentors, clear goals and responsibilities, opportunities to meet other managers, career planning advice
Other information:	Internship documents can be found on their website, including evaluation forms and student learning plans.

Name of college:	<i>Central College</i>			
Location of main campus:	Pella			
Website:	www.central.edu			
Key contact(s):	<p>For Internship: Jessica Klyn de Novelo Associate Director of Center for Community-Based Learning (CCBL) klynj@central.edu</p> <p>For Job Seeking & Post Grad Experience: Pat Joachim Kitzman kitzmanp@central.edu</p>			
Best time/method for recruitment:	Post to job board one semester in advance: https://central-csm.symplicity.com/employers/			
Career/internship fair information:	Internship Networking Fair: Early November, typical attendance is over 100 students			
Internship structure/requirements:	Guidelines for Credit Hours			
	Fall & Spring (14 Weeks)		Summer (10 Weeks)	
	Credit Hours	Hours Per Week	Credit Hours	Hours Per Week
	1	6-8	1	8-11
	2	9-11	2	12-15
	3	12-14	3	16-19
	4	15-17	4	20-23
5	18-19	5	24-27	
6	> 19	6	> 27	
	Add/drop cut-offs for credit are typically the first week of September (fall) and last week of January (spring)			
Other information:	<p>Opportunities to consider outside of internships:</p> <p><u>Service Learning</u> – hours needed with organization or school depending on class ICAP (Iowa College AmeriCorps Program) – 300 hours of service from Oct-Sept Civic dialogue – classroom visits to provide window of how college program matches with real-world experience</p> <p><u>Information Tables/Information Sessions</u> - Set up an info table in the student center or dining services when student traffic is the greatest. Visit informally with students or arrange for a meeting to present information about your organization to students. Contact Deb DeVos (devosd@central.edu) for arrangements.</p> <p><u>CC4U: Career Connections For You</u> - Where Students can meet employers from specific career fields in a casual setting. Introduce, talk about plans and experiences so far, and ask for advice.</p> <p><u>Meet the Pros</u> - Where students can talk to professionals, many of whom are alumni, in career fields of interest. These events usually begin in a panel format, with opportunity for break-out time with professionals of interest. They can find out about internships, trends in the field, and how to best prepare for their future.</p>			



YOUNG NONPROFIT PROFESSIONALS NETWORK

Name of college:	<i>Drake University</i>
Location of main campus:	Des Moines
Website:	www.drake.edu
Key contact(s):	Internship Coordinators share opportunities among each other so you wouldn't need to contact them all if you had opportunities ranging departments. One way to reach all of them and the students would be to post the internship on their Career Site which is https://drake-csm.symplicity.com .
Best time/method for recruitment:	<p>Post the internship a month before students register for classes for the following semester. Students want to figure out their schedule for everything at once. Summer internships: post January/February. Fall internships: post February/March (class registration starts after spring break but the class schedule is released in early March) Spring internships: post September/October (class registration starts beginning of November, class schedule released late September).</p> <p>Each department has their own Internship Coordinator.</p>
Career/internship fair information:	Drake only has Career Fairs which are twice a year. There's a cost to participate and it's \$100 for nonprofits.
Internship structure/requirements:	<p>The average internship lasts 120 hours. More and more companies and even nonprofits are offering paid internships. I was told by both CESL and SJMC that it's getting more difficult to place students in unpaid internships and that sometimes they can convince freshmen or sophomore students to take an unpaid position. Average pay ranges from \$8.75 to \$12/hr but many go up to \$15/hr. Others will offer a stipend at the end of around \$1,000.</p> <p>The requirements for course credit are different in each department. Some departments require them and some just encourage them.</p>
Other information:	80% of Drake students complete an internship before graduating.



YOUNG NONPROFIT PROFESSIONALS NETWORK

Name of college:	<i>Grand View University</i>
Location of main campus:	Des Moines
Website:	www.grandview.edu
Key contact(s):	<p>Susie Stearns Director of the Career Center sstearns@grandview.edu 515-263-2955</p> <p>Sue Lande Assistant Director of the Career Center slande@grandview.edu 515-263-6022</p>
Best time/method for recruitment:	<p>Typically postings go out approximately two months before the estimated start date. This allows a month for receipt of application submissions and another month for interviewing and a possible job offer. Due to larger internship volumes, Summer interns are posted slightly earlier than Fall and Spring internships.</p> <p>Grand View hosts an internal job board for all internship opportunities sent to our Career Center. Some colleges also have an Internship Coordinator that can help with internship postings as well.</p>
Career/internship fair information:	Grand View typically conducts non-profit fairs and other opportunities twice a year. In addition, the Business department hosts an employer networking event with our senior business students every March.
Internship structure/requirements:	Recommended: Some compensation is better than nothing. Most students first consider the paid opportunities before looking at unpaid listings. Even if you can't pay them a direct wage, it is best to contemplate other ways to incentivize students (gift cards, in kind services, gas reimbursement etc.).
Other information:	Many students are also looking for job shadow or apprenticeship opportunities. If these types of arrangements are conducive with your schedule, please consider offering students these kind of opportunities. Many schools are encouraging students to pursue service learning opportunities. Depending on the type of non-profit these can also be helpful for both the organization and student.

Name of college:	<i>Iowa State University</i>
Location of main campus:	Ames
Website:	www.iastate.edu
Key contact(s):	<p>Human Sciences Career Services: hscareers@iastate.edu, 515- 294-0626 Loni Pringnitz, Director, lonip@iastate.edu, 515-294-3708 Amanda Blair, Program Assistant, acblair@iastate.edu, 515-294-0626</p> <p>Liberal Arts and Sciences Career Services: lascs@iastate.edu, 515-294-8691 Taren Reker Crow, Program Coordinator, taren@iastate.edu, 515-294-2967</p>
Best time/method for recruitment:	<p>One to two semesters in advance, depending on the program.</p> <p>Can post on cyhire.iastate.edu, attend career fairs on campus, connect with individual department advisors about openings, etc.</p>
Career/internship fair information:	<p>The People to People Career Fair (2/11/15) offers employers and students a professional environment in which to connect and discuss internships and full-time employment opportunities in the following fields:</p> <ul style="list-style-type: none"> • Human/Social Services • Education • Health/Wellness • Government • Hospitality <p>The Fall Volunteer Fair is typically held in September and is coordinated through the psychology department.</p>
Internship structure/requirements:	<p>Internship requirements vary by program. In general each credit earned is about 40 hours of work time. Forms must be filled out in advance and evaluations done by the employer. Some programs will have additional assignments to complete as part of their internship course.</p>
Other information:	<p>There are a lot of opportunities for internships, shorter field experiences, and service learning. Contact the college's Career Services office for more information.</p>

Name of college:	<i>Simpson College</i>
Location of main campus:	Indianola
Website:	www.simpson.edu
Key contact(s):	<p>Bobbi Meyer <i>Internship Coordinator</i> <i>Coordinator of First Year Experience</i> Simpson College Center for Vocation and Integrative Learning 515-961-1372 bobbi.meyer@simpson.edu simpson.edu/Career</p>
Best time/method for recruitment:	<p>We recommend students begin searching for experiences within the non-profit sector about six months before their anticipated start date. I'd recommend using that same timeline for your recruitment efforts - begin recruiting six months prior to when you'd like an intern to begin.</p> <p>You can also create a profile and post positions using the free online career management system, CareerPaths:https://simpson-csm.symplicity.com/</p>
Career/internship fair information:	<p>April 8th: Human Services Career Fair – contact Laurie Dufoe (laurie.dufoe@simpson.edu) to register.</p>
Internship structure/requirements:	<ul style="list-style-type: none"> ○ During the school year, 8-10 hours a week is manageable ○ During the summer, if unpaid, no more than 20 hours a week (leaving space for students to have part time jobs); up to full time if paid ○ Assign each intern a specific supervisor who can check in with him/her weekly to offer support/share feedback ○ Take time to properly on-board your interns (introductions to staff, training, acclimation to office culture, etc). ○ Build in ways for your intern to meet other student interns and network with other professionals both inside and outside of your organization ○ At Simpson College, one academic credit is equal to 30 hours of on-site work and 5 hours of academic work ○ Students have a faculty supervisor which assigns and grades their academic work ○ Internship supervisors are also asked to complete midterm and performance evaluations on the intern's work.

Name of college:	<i>University of Iowa</i>
Location of main campus:	Iowa City
Website:	www.uiowa.edu
Key contact(s):	Pomerantz Career Center 319-335-1023 careercenter@uiowa.edu
Best time/method for recruitment:	You can post internship opportunities on their site at HireaHawk.com There is no set timeline, but students generally need some lead time before the semester starts.
Career/internship fair information:	Consider Iowa Networking Night - Connecting UI Students and Iowa Employers Tuesday, February 24 at 5:30pm to 7:00pm Spring Job & Internship Fair Wednesday, February 25 at 11:00am to 4:00pm University of Iowa Educator Job Fair Tuesday, April 7 at 1:00pm to 5:00pm Other opportunities throughout the year – check the website.
Internship structure/requirements:	These are minimum requirements for an employer to post an internship with the University of Iowa. Certain academic departments may have different requirements for their internship courses. -Professional experience which relates to student's major field or area of career interest -At least 80% professional work -Occupies at least one academic term (fall, spring or summer) -At least 10 weeks during spring or fall term, or 8 weeks in summer -Full or part-time intern must work a minimum of 10 hours per week -Requires continuous supervision by a professional in the field (not a student) -Students must be at least a sophomore or above (must have completed at least 12 semester hours of UI coursework)
Other information:	The political science department does have a program where they do stipends for their students to do Des Moines internships. There are only a few per year, but it's an option. There is no set deadline, but again, at least a few months before the start of the semester/summer you are interested in is a good idea. More here: http://clas.uiowa.edu/polisci/undergraduate/des-moines-internship-program-dmip . They also have internship resources here: http://careers.uiowa.edu/employers/internships .

Name of college:	<i>University of Northern Iowa</i>
Location of main campus:	Cedar Falls
Website:	www.uni.edu
Key contact(s):	<p>Sara Goblirsch Career Hires, Job/Intern Board sara.goblirsch@uni.edu</p> <p>Laura Wilson Internship structuring & programs laura.wilson@uni.edu</p>
Best time/method for recruitment:	<p>The best time is a semester in advance of when you want intern/hire or even at the beginning of year if competitiveness for candidate seems higher.</p> <p>They can post the posting & get word out OR you can have control of your own posting at: https://uni-csm.symplicity.com/employers/</p> <p>General list of all internship possibilities in categories here: http://www.central.edu/career/internships/</p>
Career/internship fair information:	<p><u>Fall Career Fair</u>: September 25, 2014 11am - 3pm (McLeod Center) Interview Day: Friday, September 26, 2015 Average Student Attendance: 1,500 Average Number of Employers: 150</p> <p><u>Spring Career Fair</u>: Thursday, February 19, 2015 11am - 3pm (McLeod Center) Interview Day: Friday, February 20, 2015 Average Student Attendance: 750 Average Number of Employers: 100</p> <p><u>Volunteer Fair</u>: Close to start of year</p>
Internship structure/requirements:	Departments have different requirements, contact them directly.
Other information:	Some student organizations require hours of service. They invite connections with student organizations & can help facilitate that to help recruit.