



Small Company Internship Award Program (SCIA) Guidelines 2016

The **Michigan Corporate Relations Network (MCRN)** is a statewide university network designed to create partnerships that will connect state industry to critical university talent in ways that will help the Michigan economy grow and prosper. Six public universities in Michigan make up the network. They are Michigan State University, Michigan Technological University, Wayne State University, Western Michigan University, and the University of Michigan in Ann Arbor and Dearborn. One component of the MCRN is the **Small Company Internship Award Program (SCIA)**. This program provides each school funding for 2016 to help Michigan small businesses hire students to work as interns on projects that are both beneficial to the company and academically relevant to the student.

ELIGIBILITY, AWARD, AND REPORTING GUIDELINES

- The company is a start-up or a small-sized Michigan business, up to 500 employees with significant business operations occurring in Michigan. Prioritized preference will be given to:
 - *A company that is focused on innovative work in the Science, Technology, Engineering, and Math (STEM) fields and provides a STEM internship*
 - *If not a STEM focused company, should provide a STEM focused internship*
- A company may participate with up to 2 of the network schools and employ up to 2 interns using funds from the SCIA program (please note that if there are 2 interns from 1 school, they would split 1 award).
- Preference will be given to companies who have not yet received a SCIA award.
- Each school will manage its own application and selection process to select companies to participate beginning in January 2016, with all company awards final and interns hired by **June 30, 2016**.
- The company will conduct interviews, make the internship offer, assign a supervisor, provide orientation, training, and performance expectations and feedback for the intern. Consultation and guidance will be available from the school for development of the internship job description and promoting the internship to qualified students.
- The company agrees to a site visit/phone call before and/or during the internship period by a MCRN school representative.
- The maximum award for a company is up to \$3,500.
- The intern's compensation will be funded 50% from the SCIA program (but not more than the matching award) and 50% from the employer so that, for example, total student earnings of at least \$7,000 would need to be reported for the company to be eligible for a matching \$3,500 award.
- An hourly rate of pay of a minimum of \$12 is recommended, commensurate with academic major, internship expectations, and student's qualifications.
- Upon completion of internship, company agrees to submit a report outlining the benefits, outcomes, and deliverables gained as a result of internship, as well as the destination of the student upon completion of the internship. This information will be included in the final report to the Michigan Economic Development Corporation (MEDC).



2016 Small Company Internship Award Program (SCIA) Application/Internship Description

COMPANY NAME: COMPANY WEBSITE URL: INTERNSHIP POSITION TITLE: LOCATION WHERE INTERN WILL WORK: NEEDS FOR THE INTERNSHIP:	
Describe your company including company activities, history, markets served, year started, current number of PT/FT employees by location:	
INTERNSHIP DESCRIPTION List the day-to-day tasks & responsibilities. For project work, describe the scope & the “deliverables” you are expecting : (Limited phrases are acceptable, maximum of 200 words)	
Describe industry or job-specific knowledge or skills needed by the intern:	
Desired degree & academic major:	
REPORTING LINE Who will the intern report to? Describe supervision & training available to the intern:	
DATES & COMPENSATION Start & end date of internship: Hourly rate of compensation: Number of hours per week:	
What are your hiring plans after the internship is completed? <i>(Can this internship potentially turn into a part or full-time job?)</i>	

Please provide company contact information:

Your Name/Company Name:

Your Phone:

Your Email:

Please return forms to the appropriate business engagement office. You can find contact info for each office at:

<http://www.michiganocrn.org/contact.php>

