



Nonprofit Leadership and Philanthropy Certificate

As co-director of the Nonprofit Leadership and Philanthropy Certificate at the University of Iowa, I believe there is tremendous value in providing students the opportunity to participate in a professionally supervised internship with an established organization. I also understand that staff is often juggling countless responsibilities, and at times may question if they have time to devote to supervising an intern. With this in mind, I've designed an internship course that strives to foster meaningfulness for the student and minimizes unnecessary responsibilities for the host supervisor.

The following includes important information and expectations of the internship supervisor.

Required Hours

A minimum of 135 contact hours is required. Contact hours can be accomplished in-person, remotely, or by using a hybrid model. On average, students will work 8-9 hours per week for 16 weeks during the fall/spring semester or 11-12 hours per week for 12 weeks during the summer semester. The number of weeks and hours per week it takes to reach at least 135 hours are flexible.

Compensation

It is up to the sponsoring organization to determine if the internship is paid or unpaid. Compensation has no impact on this UI internship course.

Learning Contract

The student and internship supervisor will review and sign a Learning Contract which includes internship details and expectations. (See Learning Contract at the end of this document.)

Work Plan

The student will work with their supervisor to develop a Work Plan that will guide the student's activities throughout the internship. The supervisor will help determine appropriate goals, objectives, activities and outcomes that will take place during the internship. The student will submit updated Work Plans to their professor throughout the semester to show how they are progressing towards their goals. (See Work Plan examples by four previous students beginning on the next page.)

Site Visit

When possible, the UI professor will conduct a site visit either in person or via Zoom with the student and their supervisor. The student is responsible for arranging the site visit. The purpose of the site visit is for the professor to engage with the supervisor and student about their experiences and for the student to discuss their projects.

Mid-semester and Final Evaluation

The supervisor will be provided with an easy-to-use mid-semester evaluation form to assess the work of the student. The same form will be provided for the final evaluation of the student.

Thank you for your consideration of hosting an intern. Please reach out to me with questions.

Jenifer Vick
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Work Plan examples by four previous students

Student interned at The Summer of the Arts

GOALS	OBJECTIVES (measurable)	ACTIVITIES	OUTCOMES
Help with timely appreciation of donors	Help maintain system to thank donors within 3 days of gift	Record donation into donor database; generate thank-you letters and ensure that they are mailed	Timely recognition of gifts aids donor's retention
Improve management and tracking of sponsor materials	Create a timeline and written instructions for tracking sponsor materials throughout festival season, including logos and banners	Correspond with sponsors to receive logo banner; include logo on website and ensure proper placement; ensure proper placement of banners at festivals and photograph banners for sponsor marketing reports	Improve communication between office and sponsor and track banner throughout festival season, making sure it's in the proper location, is documented, and returned at end of season
Create sponsor-related content for digital/social media; track analytics for end-of-season marketing reports	Draft marketing reports for ea. festival Presenting Sponsor by Aug. 30.	Track analytics and screenshot posts and record; tally information for report; compile photos that show banner placement, festival crowds, etc.	Successfully communicating to sponsors the exposure they receive at events and through social media and digital marketing helps organization to retain and increase sponsorship dollars.
Create research report on sponsor recognition	Deliver report by Aug. 15 with recommendations to improve sponsor recognition	Research different NPO sponsorship programs/opportunities; write report outlining strategies	Help organization actively compete for sponsor dollars
Develop a festival welcome packet for participating sponsors	By May 27: send email and packet pdf to sponsors outlining day-of procedures; by June 5, deliver folder with procedures and welcome materials to each participating sponsor	Gather emergency procedures, festival menus and welcome materials into folder Distribute at the beginning of each festival	Improve the sponsor experience at festivals

Student interned at The Englert Theater

Goals	Objectives (measurable)	Activities	Outcomes
Ensure playbill ad sales and placements are accurate	Check that the appx. 50 ads ordered are placed	Review ad spreadsheet and check against draft volume (Vol. 14)	Playbill contracts are correctly honored.
Improve upcoming volumes of playbill	Generate 10 new prospects and engage in ad sale process with prospects	Research and gather contact info for new prospects (Vol 15)	New prospects are made aware of playbill and/or buy ads
Recommend improvements to tracking systems	Improve tracking systems used to track various projects	Review various tracking systems and suggest improvements	Improved tracking system
Help with timely appreciation of donors	Help maintain system to thank donors within one week of gift	Write thank you notes and track that notes have been sent	Vital stewardship activity is maintained in a timely fashion
Support Englert Development office in preparation for upcoming stewardship and fundraising events	Review 3-5 upcoming event and outline work that needs to be done to produce events	Create complete list of upcoming events including but not limited to: MCF Fundraising event, Fall Friends Dinner, Donor Englert Appreciation Party, Witching Hour Fundraiser, NYE 2020 party	Create report listing events, dates and goals Identify support needed (catering, etc.) to offset event expenses Help plan new event: NYE 2020

Student interned at Telligen Community Initiative (TCI)

Goals/Topic of Focus	Objectives (measurable)	Activities	Outcomes
2020 Request for Proposals: Review and score Letters of Intent (LOI) applications (CO & OK)	Review the LOIs in our 2020 grant cycle #1, against a scoring rubric. Oklahoma-based proposal multi-year average is approximately 65.	Review applications against a scoring rubric in each of our three funding priority areas with the goal of inviting the most compelling, top-fifth of the applicants to a finalist proposal round.	Student will achieve a greater understanding of scoring against a rubric and evaluating community-based proposals with greatest impact potential.
Interim and Final Grantee Reports: Evaluate and score active grantee reports	Review approximately 20-25 active grantee reports that will either be at their mid-point or final report stages against a scoring rubric.	Synthesizing grantee work and learnings from the work of our active grantees for themes and concepts that could be helpful to other communities attempting or interested in similar work.	Student will see and evaluate active grantees against their grant agreement scope of work and impact objectives.
2020 Philanthropic Dashboard: Compile information from LOI and public health surveillance data for 2020 dashboard updates	Help translate LOI application coding into aggregated data, as well as using various public health surveillance data from each geographic focus areas to paint a picture of health status in those states.	Collate applicant data from our new grant application portal in addition to monitoring select public health surveillance data for annual updates for our dashboard presentation elements.	Student will gain experience and understanding of trying to aggregate philanthropic grant cycles for evaluation and compiled information for action.
Grant Application Portal: Assist in evaluating TCI's move to an online application portal in 2020	Assist TCI staff in identifying areas of success (~3) and areas in need of improvement (~3) in our initial use of an online grant application portal.	This assessment will be done via intern observations, staff interaction, external vendor interaction and applicant voice of the customer survey work.	Student will help evaluate a new online grant application portal and gauge and improve user experience and internal programming efficiency.
TCI Board of Directors Meetings: Assist in compiling material and content for our Board of Directors meetings in the first half of 2020	Assist TCI staff in compiling all elements of our materials for Board meetings during her internship period (likely 1 or 2 Board meetings).	Assist in generation/review of materials staff creates for our Board of Directors to help lift our work for greater understanding and Board consideration. This will expose an intern to how to best stage material for Board action.	Student will gain experience with our methods and approaches to making a grant cycle actionable and synthesize large amounts of information into brief and understandable communications.
Program Associate Journaling: Assist as TCI applies for AmeriCorps VISTA and CDC Public Health Associate Program by documenting experience to help build curriculum roles for TCI's future.	Help staff determine what program associate tasks provide the most meaningful experiences from both a public health and philanthropic professional perspective.	Journaling, assessment of internship activities, and reflection with TCI staff on the best, most optimal way to take the learnings from the internship opportunity and how that could transition into a more permanent program associate position in TCI's immediate future.	Student internship experience will directly impact the composition of larger staffing roles for TCI's future as we make a progression to AmeriCorps or PHAP staffing that should eventually lead to a full-time program associate or program officer role at TCI.

Student interned at University of Iowa Center for Advancement

Goals	Objectives (measurable)	Activities	Outcomes
Have alumni letters for all Level A Donor reports	Have a 75% response rate for all emails sent out	Identify alumni for each scholarship sponsored by a level a donor Create an email list, personalize templates and send emails Follow up in a timely manner on incomplete letters	Personalized letters in all level a donor reports to show the outcome of their generous donations
See presidential thank you letters all the way through the process	Work through one full batch (approx. 15) of presidential thank you letters for donors	Staying updated on spreadsheet of when new letters need to be created Use templates to write personalized letters Have letters proofed Have the letters sent over to the office of the president for signature and to be mailed	Donors receive timely thank you's from the president to begin their stewardship engagement
Take over the first-time donor call project	Review spreadsheet and email to DO's weekly	Review the weekly first-time donor spreadsheet and drop donors not in criteria Check to ensure we are able to contact donors Assign donors out to DO's by area Ensure all calls have been made by the Friday of that week	First time donors are thanked for their gift and are put in contact with DO's for an area that interests them
Update scholarship backgrounds	Using monthly data pulls, updating all of the new funds / changes to funds	Monthly data pulls Identifying funds that are missing information For funds with appropriate info – using notes, award announcements and donor intents to write a background on the fund Upload the background to BGI for others to use	Donors are able to see a synopsis of their fund and recipients are able to learn more about the scholarship they are receiving
Work on cover letters for donor reports	Meet with DO's to receive notes to go into cover letters for donor reports	Meet with DO's Use notes from meeting and databases to write a personalized letter	Detail is put into the donor reports for a more personalized stewardship approach



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Internship Learning Contract

The internship agreement form should be completed on a computer, then printed out to obtain the signatures (not digital signatures). The completed form should then be scanned and submitted to ICON as one document by the due date. Failure to complete the agreement by that date may jeopardize the student's enrollment in the course. The student should keep a copy and provide a copy to the site supervisor.

STUDENT INFORMATION

Student name: _____

UID Number: _____

Email: _____

Phone: _____

Semester Hrs. Enrolled: _____

ORGANIZATION INFORMATION

Organization Name: _____

Address: _____

Supervisor name: _____

Supervisor phone: _____

Supervisor Email: _____

INTERNSHIP INFORMATION

Internship job title: _____

Work schedule: _____

Paid or Unpaid: _____

Salary (if paid): _____

Internship start date: [Click here to enter a date.](#)

Internship end date: [Click here to enter a date.](#)

45 clock hours required for each semester hour of credit

3 SH = 135 hrs or 8-9 hrs/week for 16 weeks (fall & spring) OR 11-12 hrs/week for 12 weeks (summer)

Approvals

Internship Supervisor

I have discussed this internship agreement with the intern and agree to each of the following:

- The employer and information sections of this agreement are accurate.
- I will assign work to the intern that supports the spirit and purpose of the learning agenda.
- I will provide the intern with an orientation to relevant organizational arrangements, procedures, and functions.
- I will meet with the intern regularly and make myself available for counsel and advice.
- I will provide feedback on the intern's performance to him/her and through a mid-semester and final evaluation. (Evaluation form will be provided by the student.)
- I understand that I am encouraged to contact the course professor should any questions or concerns arise.

Supervisor Typed Signature: _____ Date: _____

Student Intern

I have discussed this internship agreement with my supervisor, and agree to each of the following:

- To communicate with my supervisor regularly for guidance and feedback throughout the internship.
- To uphold appropriate standards of professional conduct.
- To seek out opportunities that honor the spirit and purpose of my learning agenda.
- To notify the course instructor if any of the internship details change.

I acknowledge and understand each of the following:

- The University does not control the way in which the internship experience and the internship site is structured or operated.
- This internship is undertaken by me at my sole risk and that the University assumes no liability for personal injury that I may suffer while working at the internship.
- I am responsible for ascertaining whether the organization sponsoring my internship provides workers' compensation coverage for interns.
- I am expected to have sufficient health insurance coverage in effect during my internship and understand that I am responsible for the cost of such insurance and for expenses not covered by any applicable insurance.
- I will not be entitled to unemployment compensation benefits upon completion of my internship.

Student Typed Signature: _____ Date: _____

JMC: 3700 Field Experience
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