

# 2018 Small Company Internship Award Program (SCIA) Guidelines



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. There are also 9 public universities that are affiliates of the MCRN. These universities include Central Michigan University, Eastern Michigan University, Ferris State University, Grand Valley State University, Lake Superior State University, Northern Michigan University, Oakland University, Saginaw Valley State University & the University of Michigan-Flint.

One component of the MCRN is the **Small Company Internship Award Program (SCIA)**. This program provides to each school that meets the requirements outlined below, funding for 2018 to help Michigan small businesses hire students to work as interns on projects which are STEM-related and that are both beneficial to the company and academically relevant to the student.

## ELIGIBILITY, AWARD, AND REPORTING GUIDELINES

- Participation in the program is based on a first-come, first-serve eligibility basis.
- The company is a start-up or a small-sized Michigan business, up to 250 employees with business operations located 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, or companies that have participated in SCIA previously and have hired their SCIA intern on a part-time or full-time basis.
- Each school will manage its own application and selection process to select companies to participate beginning in January 2018. Schools should allocate their funds to companies by **April 27, 2018**. If there is extra funding available after that date, allocation of monies to companies on waitlists should take place by May 30, 2018. All company awards should be finalized and all interns must be hired by **May 30, 2018**.
- 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).



Michigan  
Technological  
University



<b>COMPANY NAME:</b> <b>COMPANY CONTACT PERSON:</b> <b>EMAIL &amp; PHONE #:</b> <b>COMPANY WEBSITE URL:</b> <b>INTERNSHIP POSITION TITLE:</b> <b>LOCATION WHERE INTERN WILL WORK:</b>	
Describe your company including company activities, history, markets served, year started, current number of PT/FT employees, etc.	
<b>INTERNSHIP DESCRIPTION</b> List the day-to-day tasks & responsibilities. For project work, describe the scope & the “deliverables” you are expecting, needs for the internship: <i>(Limited phrases are acceptable, maximum of 200 words)</i>	
Describe industry or job-specific knowledge or skills needed by the intern:	
Desired degree & academic major:	
<b>REPORTING LINE</b> Who will the intern report to? Describe supervision & training available to the intern:	
<b>DATES &amp; COMPENSATION</b> 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-time or full-time job?)</i>	
Have you been awarded SCIA funding in the past? If so, did you hire your SCIA intern on a part-time or full-time basis?	

Please return forms to the appropriate business engagement office. You can find contact info for each office at:  
<http://www.michigancrn.org/contact>



Michigan  
Technological  
University

