

**THE UNIVERSITY OF IOWA
INTERNSHIP PROGRAM INSTRUCTIONS**

The University of Iowa's commitment to professional development and equal opportunity is exemplified by this internship program. A major goal is the professional development of staff, including those from groups underrepresented in the University community. The program enables participants to gain insight and experience in areas that interest them but which may differ from their work responsibilities. Staff are encouraged to pursue avenues that will result in their professional growth.

The expectation is that the skills gained in this program will be beneficial to the University and to the employee. Department administrators consider the knowledge gained from the experience to be an asset to the department as well as to the employee.

Departments throughout campus are available as placement sites for participants in this program. Staff have gained knowledge in areas such as health care, student services, academic departments, or business areas. Opportunities to participate in skill-building or knowledge-building activities within The University of Iowa setting are available to all 50% time or greater staff who have been employed at the University for a period of at least two years.

Applicants may designate the department and area in which they wish to gain experience, or they may designate specific skills they wish to develop. Examples of past projects undertaken by participants include developing a slide show, compiling a needs assessment for departmental staff, assisting in grant writing, collecting data for budget preparation and writing an orientation manual. Experiences have ranged from participating in departmental meetings, interviewing staff, editing a newsletter, to program planning and development. Examples of past internship sites include University Relations, Internal Audit, University of Iowa Hospitals and Clinics, Student Services, ITS, UI Foundation, Learning & Development, Central Microscopy Facility, and Human Resource Services.

Eligibility Requirements

All professional and scientific and merit University of Iowa staff members who meet the following qualifications may apply for an internship:

1. Applicant must be a current University of Iowa employee who holds a regular appointment of 50% time or greater. Staff paid by grant funds are not eligible to participate in an internship during their regularly scheduled work hours.
2. Applicant must have been employed by the University for two consecutive years by the date of application.
3. Applicant must have shown growth in his/her current University position.

How to Apply

Application forms are available to interested individuals throughout the year. Mail applications to UI Learning & Development, 121-51 USB.