

## CIPCO Business Enhancement Internship Program Employer Application

Applications need to be completed and submitted for approval before the start of the internship (see deadline dates below). It is important to note that completing this application does not constitute an automatic approval. A business cannot apply to this program to receive funding for a completed internship. Factors that will be taken into consideration when evaluating your request include: number of applications received per semester, quality of the internship, and availability of funds. *\*\*Preference will be given to businesses located in the R.J. McElroy Student Business Incubator, 8120 Spark Zone and UNI SBDC clients to assist them in their business growth.*

### Application deadlines:

**August 1 - Fall Internship**

**December 1 - Spring Internship**

**April 1 - Summer Internship**

The CIPCO Business Enhancement Internship Program requires the information below to assist the John Pappajohn Entrepreneurial Center in processing your request.

Which option do you elect to choose for this application?

- Academic Credit Option** – This option is only available for students who meet their major’s department internship requirements. Students will pay tuition for the credits, complete an assignment(s) from a faculty member in their academic department and fulfill additional internship requirements from the JPEC that will be detailed in the memo of understanding. The student’s faculty member will also review the employer evaluation regarding the student’s work performance. Students need to register through their academic department therefore, internship experiences must match the student’s area of study and must meet registration requirements established by the department. Upon successful completion of the internship, student will receive a \$750 stipend for a minimum of 150 work hours which is processed as a scholarship (if 150 work hours were not completed, the stipend will be prorated at \$5 per hour worked). Business owner is strongly encouraged to match the \$750 stipend (It is important for the student to discuss with a financial aid officer how the stipend received could possibly affect a financial aid package).
- Employer/Employee Option** - \$10 minimum wage requirement, CIPCO reimburses half of net wages paid (Max reimbursement \$2400 (12 wks. x 40 hrs. x \$10) for summer and \$1500 (15 wks. x 20 hrs. x \$10) for fall and spring semester)

What term will you need an intern? (Internships are generally only granted for one semester.)

- Fall only    Spring only    May only    June only    July only
- Summer (May through August)

For questions, contact the JPEC at (319) 273-JPEC (5732) or [jpec@uni.edu](mailto:jpec@uni.edu). (Rev 4/19)

Company Name:

Address:

City:

State:

Zip:

Telephone:

E-mail:

Where are the company offices located (for example: office building, company facility, private home, etc.)?

*\*NOTE\* If company offices are located in a private home, you do not qualify for this program.*

What year was the company founded?

How many full time employees does the company have?

How many part-time employees does the company have?

Who will be the primary supervisor of the CIPCO intern? (Please provide e-mail & phone number)

Who will be the secondary supervisor of the CIPCO intern? (Please provide e-mail & phone number)

How did you hear about this program for placing interns?

1. What is the job title/position for which you want an intern?

2. How many hours per week will be required of the intern?

(Note: During the academic year [fall and spring semesters] maximum number of hours per week is 20 hours.)

5-10       10-15       15-20       20-30       30-40

3. Will travel be required as part of the duties?

Yes      No

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|---|-----|----|
| 4. Is a vehicle required of the intern as part of the duties?         | Yes | No |
| 5. Will you need assistance in finding an intern? If not, skip to #10 | Yes | No |
| 6. Would you like a copy of the intern's resume?                      | Yes | No |
| 7. Would you like a copy of the cover letter from the intern?         | Yes | No |
| 8. Will you conduct a telephone interview?                            | Yes | No |
| 9. Will you conduct a face-to-face interview?                         | Yes | No |
| 10. Please provide a job description including tasks and duties.      |     |    |

11. Please provide a description of qualifications for the position.

12. Please provide any additional information the applicant or the JPEC should know.

**Please return this completed form to:  
John Pappajohn Entrepreneurial Center  
University of Northern Iowa, BCS 128  
Cedar Falls, IA 50614-0130  
Fax: 319-273-5733  
[jpec@uni.edu](mailto:jpec@uni.edu)**

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