



# Exploring Micro-Internship Partnerships

*December 3, 2024*

**What is your key industry  
and/or job title?**

*Type in the Chat*



# OUR TEAM

## **Career Development Center:**

Kerri Gardi, Director

Jenelle Henry, Assistant Director

## **Title III Grant:**

Dr. Brandy Leininger, Project Manager



# What Are Micro-Internships?

- Paid, short-term projects (10-40 hours, 1-4 weeks)
- Often completed remotely but can be hybrid or in-person
- During semester, winter or summer breaks

**HR**

**Program  
Planning**

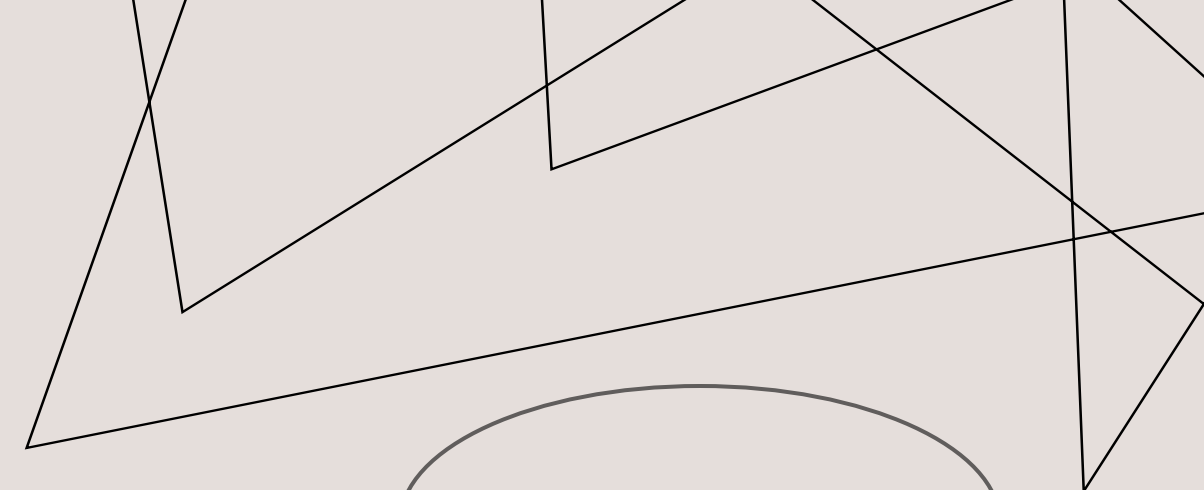
**Research**

**IT**

**Event  
Planning**

**Marketing**

**Finance**



# Micro-Internships: A Step in Education to Career Path



## Student Benefits:

- Start as early as first and second year
- Added exposure to diverse settings and populations
- Career or specialization exploration
- Building resume experiences
- Building social capital

## Employer Benefits:

- Earlier access to talent
- Better prepared recruitment pool
- Have projects started &/or completed!
- Better use of staff time

# Micro-Internship Examples

- STEAM Cart Creation and Research
- Music Video Creation
- Marketing to New Employers
- DEI Job Title Reclassification
- Benchmarking Wellness Trends for HR Department



Our micro-intern is an amazing asset to our Summer Learning Team! She has been open to feedback, responsive and creative! We are so happy to have her be a part of our team and so grateful that she is helping to develop these STREAM Carts!

*– Da Vinci Science Center*

What was most beneficial to me was getting to communicate with people in the industry that I am hoping to get into. Getting some insight into how they operate on a day-to-day was very interesting and helped me feel more confident that I could handle a position in HR in my future.


*– Micro-Internship Student*




# The “How To”

# Employer Checklist—The Preparation

**1**  Reach out to KU for brainstorming or questions (optional)

**2**  Decide how you prefer to compensate the student

- Direct Pay student through your HR
- Submit a check of at least \$250 to KU Foundation *before* position is posted or candidates interviewed (legal requirements)
- School district partners: reach out about affiliation agreement options*

**3**  Submit your micro-internship form online

- Concept of project and tasks
  - Any specific majors or skill requirements?
  - Expected learning outcomes or deliverables?
-

# Live Posting on Career Center Site

[www.kutztown.edu/microinternships](http://www.kutztown.edu/microinternships)

SUMMER 2024 OPPORTUNITIES

careerhelp@kutztown.edu

Education

Human Reso

Business Marketing

Cinema, Telev  
Media Produ



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Da Vinci Science Center  
Allentown, PA

Open for Exsciting Possibilities™

## Micro Internship: Summer 2024

**Project Description:** Create a mobile STREAM (Science, Technology, Reading, Engineering, Arts, and Math) themed library cart for the brand new STREAM academy at Central Elementary School in Allentown using the resources of Kutztown University Library, working with an ASD High School Intern, and Library staff at Central.

**Desired Majors:** Library Science, Education, STEM

**Approx. Length:** 40 hours




**Format:** Hybrid

**Contact:** Karen Knecht, VP of STEAM Education & Strategic Initiatives





# Employer Checklist—The Internship

- 1**  Interview Candidates—KU can post 2-3 screening ?'s in Big Interview
- 2**  Confirm with KU: Student Name, Start & End Date
- 3**  Submit Employer Satisfaction Survey at end of internship

***What are 2-3 important projects on your to do list that you just have not had the time to “get done?”***

1. What is the job/task category?
2. What are 1-3 quick “instructions” you would give someone?
3. When would you want it to start/end?



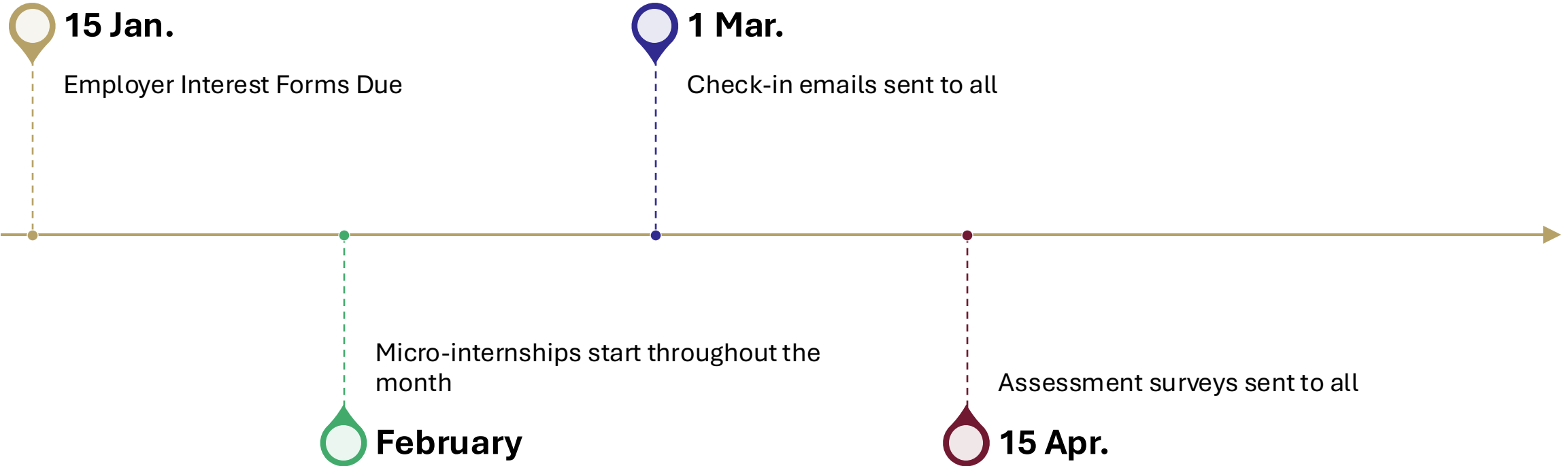


# Burning Questions

Career Center Website



# Important Dates for Spring Semester



# Employer Best Practices for Micro-Internships



Clear Expectations



Structured Projects (with Boundaries—not a part-time job)



Effective Onboarding



Mentorship



Flexibility



Feedback and Evaluation



Post-Internship Engagement





# Reflecting on Our Time Together

What is something that excited you from today?

What is one thing that sparked an idea?



Never allow the demands of  
tomorrow to interfere with the  
pleasure and excitement of today.

The Music Man



## Stay Connected...



**Facebook: KUCareerCenter**



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**X (Twitter): KUCareerCenter**

**careerhelp@kutztown.edu**

**Career Center Website**

