

CASE Program Internship Stipend Policy Statement

An internship stipend is an amount of money that the CASE Program will supplement a student for performing the duties of a non-paid internship. The purpose of the internship stipend is to offer students a wage for an internship that they otherwise could not experience because the internship is unpaid. Therefore, a non-paid internship must be a barrier for students before they can access a CASE internship stipend. Students will express their financial need as a barrier through a statement of need. This statement of need will specifically address why the student could not perform the internship because it is unpaid and how a CASE internship stipend could relieve that burden.

Procedures

- Students will submit a CASE Internship Stipend Application and a statement of need.
- CASE staff will evaluate the appropriateness of the request and determine if a stipend will be awarded.
- Students will be notified officially by mail as to whether they are granted a CASE Internship Stipend or not.
- If student is granted an internship stipend the student receive a timesheet from CASE staff and be notified as to the frequency of the stipend payment
- Student must turn in their timesheet, signed by their direct supervisor, on the date determined by the CASE staff and the student intern.
- Once the CASE student turns in a timesheet the stipend process will begin. It may take up to 2 weeks for the CASE student to receive their internship stipend. The check will be mailed to the student's current address at Portland Community College
- Both students and employers will fill out an evaluation at the end of the internship

Policies

- Students can earn a maximum of \$1000.00 in an internship stipend per academic year (Summer through Spring term)
- Students will be paid on an hourly basis
- If a pay rate is established for the position by the company that is the pay rate the student will receive. If the company establishes the pay rate for the position at less than \$10 per hour, the CASE internship stipend will pay the difference in order to increase the wage to \$10 per hour
- If there is no pay rate associated with the position CASE staff will determine the pay rate. CASE staff will determine the pay rate based on:
 - Job duties
 - Level of experience and education
 - Level of responsibility
- If CASE staff determine the pay rate students will receive no less than \$10 per hour
- If CASE staff determine the pay rate students will receive no more than \$15 per hour
- Students will report hours for payment on a CASE timesheet. The intern's direct supervisor must sign that timesheet.

- Payment Cycle – the CASE staff will determine the frequency of internship stipend checks. The determining factor in the frequency of checks will be the duration of the internship.
- The CASE Program reserves the right to terminate an internship stipend at any time if all responsibilities of the CASE student are not upheld.
- A CASE evaluation will be given both to the employer and to the student intern in order to assess their experiences.

Portland Community College's insurance will cover CASE students who participate in internships. PCC does not cover student's who are receiving a wage for their internship, but because CASE students will receive a stipend they are covered.