

# BHSU - SEDC Workforce Internship Program Employer Manual



## Spearfish Economic Development Corporation

A guide for employers participating in the BHSU - SEDC Workforce Internship Program with the Spearfish Economic Development Corporation at Black Hills State University, Spearfish, South Dakota.

## **BHSU-SEDC Workforce Internship Program**

Black Hills State University (BHSU) and Spearfish Economic Development Corporation (SEDC) are partnering on a new Workforce Development Internship Program. The purpose of the BHSU-SEDC Workforce Internship Program is to match the Spearfish business community's workforce needs with Black Hills State University students' educational and employment needs by creating a structured internship program with the goal of increased retention and longer-term employment of alumni in the Spearfish area.

The first step is to identify interested Spearfish businesses who are able to regularly provide internship opportunities for students and have the ability to potentially move students into full-time, sustainable careers after graduation.

### **Internship Program Requirements:**

Internships will last one semester at a time, 10-20 hours per week, counted as 1 credit per 50 work hours up to 3 credits and be graded as a Pass/Fail. Primary supervision of the intern will be the responsibility of the employer with secondary supervision from BHSU. Employers will be asked to offer a variety of learning experiences to their intern(s):

- On-the-Job Learning (i.e. direct work experience)
- Applied Learning (i.e. using knowledge gained in courses to complete a university required project)
- Observation & Theoretical Learning (i.e. meeting with/shadowing staff to learn about various roles in the organization, attending staff meetings, etc.).

Employers are expected to schedule regular check-ins with their intern(s) to assess progress and any concerns, participate in a mid-term intern review with the BHSU Internship Coordinator, and complete a post-internship intern evaluation.

Aside from completing the projects and tasks assigned by the employer, student interns will be required to submit bi-weekly reports and a final report to the BHSU Internship Coordinator as well as complete a post-internship employer evaluation.

### **Internship Program Funding:**

Each internship will fall into one of four funding categories outlined below dependent upon the employer's financial needs and the type of internship offered.

#### **I. Employer Funded Internship**

- i. Employers who have the capacity to fully fund an internship and do not qualify for a Dakota Seeds Grant will fall into this category.

- ii. These employers will work with BHSU to post and promote their internship to students. Students will be able to apply for the internship and the employer will select the best candidate.

## II. Dakota Seed Grant Internship

- i. Each eligible internship may qualify for up to \$2,000 and is required to be matched by the employer.
- ii. Employers must meet the following criteria to qualify for the Dakota Seeds program:
  - 1. Companies must be for-profit businesses unless they are involved in scientific research or STEM education.
  - 2. The internship must provide a meaningful work experience for the student that will help them further their career pathway.
  - 3. Positions must have a link to science, technology (computer science), engineering, mathematics, accounting or manufacturing.
  - 4. The internships cannot be filled by family members of the business ownership group.
  - 5. Students must be paid a minimum wage of \$10.00 per hour.
- iii. BHSU and SEDC can assist employers with vetting internships for this program as well as submission of their application materials.
- iv. For the full Dakota Seed Guidelines, go to: <https://sdgoed.com/wp-content/uploads/2019/06/Dakota-Seeds-guidelines-June-2019.pdf>

## III. Partially Funded Internship

- i. Employers who do not meet the criteria for Dakota Seeds are eligible for a partially funded internship through SEDC and BHSU.
- ii. Employers must be a member of SEDC and based in Spearfish to qualify for funding provided through SEDC and BHSU.
- iii. Each eligible internship may qualify for up to \$2,000 and is required to be matched by the employer. This will be used by the employer to cover the hourly wages at a minimum of \$10 per hour for 20 hours per week (or 320 hours of work) over 16 weeks.
- iv. At the end of the internship, payment will be made to the employer within 30 days after submission of the post-internship evaluation and a copy of the payroll ledger containing the student's name, the hourly wages, the total wages earned and the start and end date for the internship.

## IV. Fully Funded Internship

- i. Fully funded internships will be considered in rare circumstances and will be available only to nonprofit employers who are able to demonstrate a financial need.
- ii. Employers must be a member of SEDC and based in Spearfish to qualify for funding provided through SEDC and BHSU.

- iii. Each eligible internship will qualify for \$4,000 and this will be used by the employer to cover the hourly wages at a minimum of \$10 per hour for 20 hours per week (or 320 hours of work) over 16 weeks.
- iv. At the end of the internship, payment will be made to the employer within 30 days after submission of the post-internship evaluation and a copy of the payroll ledger containing the student's name, the hourly wages, the total wages earned and the start and end date for the internship.

### **Internship Program Application Process:**

All employers interested in the program will need to reach out to BHSU/SEDC to complete a BHSU-SEDC Workforce Internship Program funding application. Those applying for a Dakota Seed Grant will also need to submit a Dakota Seed Grant application, which is processed through the Governor's Office of Economic Development (GOED) but can be received through BHSU/SEDC. The information needed for that application can be copied from the Workforce Development Internship Program funding application as they follow the same format. Employers that want to go through our internship process will be asked to work with BHSU/SEDC prior to applying for Dakota Seeds Grant funding to help ensure their internship will qualify.

Application deadlines are as follows:

- November 15 for Spring Internships (January 1 – April 30)
- March 31 for Summer Internships (May 1 – August 31)
- July 15 for Fall Internships (September 1 – December 31)

The Workforce Development Internship applications will be reviewed and awarded by the BHSU-SEDC Workforce Development Internship Program Committee.

Once a Spearfish business is approved to participate, BHSU and SEDC will help identify the key majors, skills and competencies needed by the employer from potential interns. BHSU will then identify students who are interested, qualified and could benefit from an internship experience with the employer and work with the employer to post and fill the internship.



**BLACK HILLS**  
STATE UNIVERSITY



**BHSU-SEDC Workforce Internship Program**

**Employer Application**

Company Name	TYPE COMPANY NAME HERE
Authorized Company Official	TYPE AUTHORIZED COMPANY OFFICIAL NAME HERE
Company Address City/State/Zip	ADDRESS 1 ADDRESS 2 CITY, ST ZIP CODE
Phone Number	TYPE PHONE NUMBER HERE
Email Address	TYPE EMAIL ADDRESS HERE
Internship Dates Requested	<input type="checkbox"/> Spring Semester <input type="checkbox"/> Summer Semester <input type="checkbox"/> Fall Semester
Type of Internship Funding Requested	<input type="checkbox"/> Employer Funded <input type="checkbox"/> Partially Funded (up to \$2,000 matched by employer) <input type="checkbox"/> Fully Funded (up to \$4,000, no match)
Position Requested	TYPE POSITION REQUESTED HERE
Hourly Wage	\$TYPE HOURLY WAGE HERE

**Describe your business and how this internship will help your company grow or fill a critical workforce need. Please also attach a job description for the internship.**

**Submit your application via email to: [office@spearfishdevelopment.com](mailto:office@spearfishdevelopment.com)**