Idaho State University
Career Path Internship (CPI) Funds Request
THIS FORM MUST BE COMPLETED AND SUBMITTED TO THE CAREER CENTER IN ORDER TO BE PROCESSED

College/Division: __________________________
Department Name: __________________________

Please check:

☐ Requesting initial funds
☐ Requesting additional funds (addition to original allocation)

Amount of funds requested: __________________________
Reasoning for funds: __________________________

It is understood that:

• Interns will be employed in positions that are related to their major/career ambitions and supervised by appropriate faculty or staff
• Brief job descriptions/goals for each intern will be submitted at the beginning of the internship to the Career Center
• Accomplishments will be submitted at the end of each semester for each student participant
• Interns will be employed up to, but not exceeding, 20 hours per week
• A fair and equitable selection process will be identified and promulgated by the hiring department
• The PARTS form must also be completed and submitted to the Career Center for all student hires
• The 2012-2013 CPI begins the first week of July 2012
• Due to difficulties in tracking student hours no student will be allowed to participate in more than one CPI
• Student hourly rates are $8 for undergraduate, $10 for graduate, $12 for doctoral. Departments may supplement this if desired

SIGNATURES:

Faculty member requesting funds name: __________________________ Signature: __________________________
Date: __________________________

Department Head name: __________________________ Signature: __________________________
Date: __________________________

UBO or Fiscal Officer name: __________________________ Signature: __________________________
Date: __________________________

Dean name: __________________________ Signature: __________________________
Date: __________________________