Idaho State University  
Career Path Internship (CPI) Policy and Procedures  
Effective May 1, 2013

The purpose of the Career Path Internship (CPI Program) is to provide goal oriented and meaningful job experience and/or experiential education that is closely aligned with a student’s academic major or career interests. It is not intended to supplement a department’s payroll, or supplant funds previously used for student employment, or provide non-professional duties and responsibilities or duties inconsistent with the student’s academic major or career interests.

Allocations to Departments
At the beginning of each fiscal year, departments may submit funding requests for CPI’s. Based upon the available funding determined by the Vice President for Finance and Administration, the Provost will make allocations to academic departments and the Vice President for Student Affairs will make allocations to non-academic departments. Expenditures will be reviewed monthly and allocations may be reassigned if the funds are not being used.

CPI allocations and expenses are based on the University’s fiscal calendar.

Departments awarding CPI funds must complete a PARTS and CPI Agreement forms and send them to the Career Center first. The CPI Coordinator will then review the forms for approval and send them to Human Resources. No student may begin working as a CPI until ALL forms have been approved and the CPI Coordinator has notified the department that the student may begin work.

Qualifications for CPI Appointment
Departments which have been awarded CPI funds should appoint students as CPI’s based on GPA’s, the ability of the department to identify a faculty or professional mentor, and the availability of academic and career related responsibilities for the CPI. Every effort should be made to ensure that CPI’s are representative of ISU’s commitment to diversity.

Any student, undergraduate or graduate, enrolled in a degree program with a minimum of 6 registered credit hours, who is in good academic standing may qualify for a CPI. Graduate students working on a thesis or dissertation can register for fewer than 6 credit hours and still be eligible. However, the CPI Agreement form should clearly state the student is working on a thesis or dissertation. Students enrolled in post baccalaureate programs are ineligible. For continuing students, preference will be given to students with a minimum 3.0 gpa No student
will be allowed to participate in more than one CPI at the same time. Departments may hire new students or retain current CPI’s each semester.

With the approval of the Provost and the Vice President for Research, a fellowship may be awarded to an academic program for CPI’s for a specific period. In those cases, a CPI fellow may receive a stipend in lieu of hourly pay. The fellow does not have to be enrolled during the period of the fellowship. (However, it is expected that very few CPI fellowships would be awarded to non-ISU current or continuing students.) A CPI Fellow may not receive a stipend and hourly pay simultaneously during the same payroll period.

**CPI Hours and Pay**
A Career Path Intern may work up to 20 hours maximum per week. CPI undergraduates currently earn $8 per hour, and graduate students earn $10 per hour (masters) or $12 per hour (doctorate). No student may work more than 20 hours per week from all University payroll sources, except in the summer when students may work up to 40 hours per week from all University payroll sources. However, CPI appointments are still limited to 20 hours, even in the summer.

A student receiving a graduate assistantship with a stipend is ineligible for a CPI within the same semester.

A student who is enrolled in the spring and also registered for the fall but not enrolled for the intervening summer is eligible for a summer CPI.

**CPI Responsibilities**
The hiring department must provide a list of responsibilities; preferred academic major(s); and anticipated number of hours to be worked per week. It is strongly recommended that CPI’s receive formal feedback following each semester worked.

Questions regarding the interpretation of CPI Policies should be referred to the Vice President for Student Affairs, the designated administrator responsible for the program.

Approved: March 18, 2013