



Undergraduate Community Based Internships (UCBI) Prospective Host Organization Information

TABLE OF CONTENTS

About the CELE Center	<u>3</u>
About UCBI & Guiding Principles	<u>4</u>
UCBI Program Structure	<u>5</u>
Host Organization Eligibility	<u>6</u>
Internship Descriptions	<u>7</u>
Cost-share Sliding Scale	<u>8</u>
Cost-share: Additional Info	<u>9</u>
UCBI Timeline	<u>10</u>

Contact our team!

The UCBI Team

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Mission & Values

The Community Engagement and Leadership Education (CELE) Center provides students with opportunities to develop the knowledge, skills and attitudes needed to contribute to thriving communities; building authentic community and campus partnerships drive our work.

Racial Equity | Cultural Humility | Authentic Relationships | Reflective Learning

CELE Learning Objectives

- Deepen self-awareness of one's values, identities, positionality
- Develop teamwork and collaboration skills
- Understand context of social systems
- Develop skills to advocate for systems change
- Develop mindsets for respectful community engagement (sense of civic responsibility, cultural humility, strengths-based perspective)
- Understand value of reflection and develop skills for reflective learning
- Identify how CELE experiences relate to their academic courses/major and career trajectory

On Leadership

- Leadership can be taught and grows out of experience, practice and reflection.
- Leadership is not about position; everyone can engage in leadership. CELE ensures that leadership education reaches and is accessible to a broad student population that honors diverse leadership perspectives and forms of engagement.
- Students are partners and co-creators of the university experience. CELE engages and empowers students in the visioning and implementation of its strategies.
- Collaboration amongst the many leadership education efforts across campus is critical for knowledge generation, student learning and organizational functioning. Therefore, CELE convenes and promotes communication and collaboration between campus offices and departments in order to coordinate efforts, share resources and strengthen the UW's ability to cultivate student leadership.
- Our community partners are our co-educators. CELE develops meaningful partnerships with alumni and community leaders to foster students' learning and leadership development.

More information about the CELE Center and its programs can be found at cele.uw.edu

Since 2015, the Undergraduate Community Based Internship (UCBI) program has connected undergraduate students from an array of degree programs and backgrounds with community-based, nonprofit and public sector organizations. Students get the chance to explore, contribute, and grow as they work in, with, and for local communities as they engage in public service.

UCBI is a program hosted in the CELE Center, aligning its work with the CELE Center mission, values, and leadership philosophy as we develop student civic leaders.

UCBI Guiding Principles

Equity: UCBI interns are committed to undoing racism and other oppressions through everyday actions that uplift local communities.

Humility: UCBI interns value listening by holding space for diverse perspectives and life experiences, and honor the wisdom inherent within and throughout local communities.

Responsibility: UCBI interns are compassionate members of local communities who utilize the privilege of higher education in support of community-driven efforts to hold systems accountable and advocate for systemic change toward social justice.

Introspection & Purpose: UCBI interns reflect on their roots, strengths, and areas of growth, embracing the challenge to develop confidence and capacity in their personal and professional work.

More information about UCBI and our student facing communication can be seen on [our website](#).

The UCBI program offers a supportive structure to guide students through their internship experience and ensure they are contributing to their organization. The following is an overview of program components:

Direct work with host organization

Interns will work at/with their community organization for 10 hours each week, totaling approximately 200 hours from January to June. This work can be in-person, virtual, or hybrid. The scope of work may differ with each organization and its unique purpose and needs.

Mentorship Meetings

Interns will meet with an assigned UCBI Graduate Student Mentor periodically throughout the internship. These meetings allow interns to reflect on their work at their host organizations, ask questions, and process feedback regarding their performance.

Cohort Meetings

Interns will attend weekly cohort meetings to engage in community-building, workshops, panel discussions, and reflection activities with the full UCBI cohort. These meetings will also be an opportunity to engage with community and campus partners.

Anchoring Tasks

Growth Plan

- The growth plan serves to structure and guide UCBI interns' experiences, reflections, and professional development. It is a living document that can and should be revisited, refined, and adjusted throughout the internship. We highly encourage interns, mentors, and site supervisors to make changes and/or modifications during the internship in order to better adapt to the needs of both the intern and the community organization.

Community Asset Map

- Interns will learn the fundamentals of community asset mapping and will identify assets in the communities in which they work. Through general research on the area, interviews with community members, walks through the community, and other data collection strategies, interns will create an asset map to support their greater understanding of the wider ecology of their community and organization.

Spring CELEbration Presentation

- Spring CELEbration is an event that showcases final presentations to peers and community partners at the end of spring quarter. Interns will reflect upon and share their work, describe how they grew from the experience and discuss how this internship influenced their next steps. Presentations will take place in May of the program year, at the UW Seattle Campus. All host organizations and the public are invited to attend.

We are always looking to expand our range of organizations to serve as hosts and community partners. Please review the information below to see if your organization might be a good fit to host a student intern.

Host Organization Eligibility & Commitment

Organizations that are registered 501(c)(3)s; public sector departments/organizations; or community-focused, values-driven businesses are all invited to participate as host partners. *We aim to primarily partner with local Seattle area or Washington state serving organizations.*

To be a host organization with the UCBI program, we ask that organizations agree to the following:

- Develop an internship description that serves an organization function/project and allows opportunities for learning and context exploration.
- Support student intern learning. All partners should have a dedicated “site supervisor” to provide support and guidance for their intern and serve as co-educators of their selected intern by providing ongoing training, mentorship and supervision to support the internship experience.
 - Site supervisors will support interns in completion of their midpoint and end of year evaluations, as well as the growth plan and community asset map.
- Engage Undergraduate Community-Based Interns in concrete work assignments that help address interests and needs identified by the community, through development and application of an internship description.
- Ensure compliance with applicable laws and regulations and University of Washington policies and practices regarding the internship.
- Contribute the appropriate cost-share amount in the program year. More info on cost-share on page 7.

How to become a new partner host organization with UCBI

1. **Brainstorm:** Think of potential projects or needed areas of support in your organization. Review the internships description guidelines and considerations on page 6.
2. **Review Logistics:** Determine who on your team can support an intern during the program year as a direct supervisor and mentor. Consider the cost-share rate for your organization based on the sliding scale. Identify if the January - June timeline works for your team.
3. **Connect:** Email Emma Biscocho Pelletier (egbp@uw.edu) to set up a meeting to discuss potential internship descriptions. Conversations re: the next program year will typically take place May - August.

Partnership agreements and internship descriptions are renewed on an annual basis. Please review the information below to identify if your organization may be a good fit to host a UW UCBI intern.

Internship Descriptions

Potential host organizations will submit an internship description with the following components:

Intern Title

Think about what the student might be able to include on their resume. It should be descriptive of what kind of work they'll be doing!

Internship Description

This should include an overview of projects, goals, or opportunities for learning in the internship.

Responsibilities

This can be a list of likely tasks an intern may do in a workday/work week.

Qualifications (required or desired)

Please include if an intern needs to complete a background check or fingerprinting.

Remember that all interns are undergraduates from a variety of majors, backgrounds, and experience levels.

Schedule

Feel free to specify specific times or time blocks that the intern will need to be on site/working. This can be organization business hours or highlight specific days/times in the week that the intern will need to be available for the projects you've identified.

Reminder that all interns are expected to work 10 hours per week with their host site.

Working Location

Please specify in-person/onsite, remote/virtual, or hybrid.

Include expected percentage/ratio if hybrid! (ex. 20% remote, 80% onsite)

To see the current list of internship descriptions, please visit [our website \(LINK\)](#).

Internships as a High Impact Experience

Internships are different from jobs or typical employment experiences because they are structured to encourage a **culture of learning** and **experiential development** in a distinct period of time. When developing your internship description, consider a range of experiences that your student intern may be able to participate in during this time.

- What teams in our organization might the intern interact with during their internship?
- Who will the intern get to meet? Which leaders might they be able to connect with and learn from?
- In what ways might an intern be able to contribute to team meetings?
- In what ways might our projects be open to intern creativity or application of their unique skills?
- How might we leave space for our intern to integrate topics or skills they may be learning in their area of study?

All host organizations are required to contribute to the total cost of per intern through a cost-share. Cost-share rates are self-assessed and reported to the UCBI alongside their internship description proposal. Information on how to self-assess with the sliding scale and additional cost-share information are listed on the next page.

Cost-Share Sliding Scale

Level	Level A	Level B	Level C	Level D
Cost-share (per intern)	\$3,000	\$4,050	\$5,100	\$6,250
Categories & Criteria				
[1] Organization Type	Registered 501(c)(3)	Registered 501(c)(3) or public sector organization / govt department	Registered 501(c)(3) or public sector organization / govt department	For-profit / private organization or public sector organization / govt department
[2] Organizational Budget Size	Annual budget up to \$600,000	Annual budgets of \$600,000-\$1.2 million	Annual budget between \$1.2 million and \$5 million	Annual budget of \$5 million+
[3] Staff Size (paid, FTE)	1 - 8	8 - 20	21- 40	40+
[4] Highest paid staff member	The highest paid staff member is paid less than \$75,000/year (FTE) or there are no paid staff members	The highest paid staff member is paid between \$75,000-\$120,000/year (FTE)	The highest paid staff member is paid between \$121,000-199,000/year (FTE)	The highest paid staff member is paid \$200,000/year (FTE) or more
[5] Fee for services or programming	Programming is offered for free (no-cost) to community	Programming is primarily offered for a fee; scholarships or other funding opportunities are also available to increase accessibility and to offer free services.	Programming/services are paid via private pay or insurance	
[6] Funding Sources	>50% of organizational funding is from grants or government support	20 - 49% of organizational funding is from grants or government support	Less than 20% of organizational funding is from grants or government support	

HOW TO SELF ASSESS WITH THE SLIDING SCALE

1. Identify which level(s) your organization falls under in **Category 1 - Organization Type**.
 - Any **registered 501(c)(3) non-profit organizations** would be categorized as Levels A, B, or C.
 - Any **public sector organization / government department** would be categorized as Levels B, C, or D - depending on categories 2, 3, and 4.
 - Any **for-profit / private organization** with a mission and values in alignment with the CELE Center and the UCBI program would be categorized as Level D. No need to review the other criteria categories.
2. Review the other categories of criteria, keeping track of which level applies to your organization to the best of your knowledge.
 - You may need to review the chart with other team members to determine which most accurately applies.
3. The level in which the **most criteria*** applies to your organization is the level you will self-report to the UCBI team.
 - If your organization is a 501(c)(3) & has most characteristics in Level D, then you will be categorized as Level C.
 - If your organization is public sector & has most characteristics in Level A, then you will be categorized as Level B.

Why do we use a sliding scale?

A sliding scale cost-share model aligned with the CELE Center values allows more organizations to participate in proportion to their financial capacities. This cost-share sliding scale criteria and categories were developed with the support and consultation of AORTA, the Anti-Oppression Resource and Training Alliance.

The sliding scale allows us to support more interns in this paid opportunity with organizations from a variety of sizes, focus areas, and capacities.

Have questions about the cost-share?

Please reach out to Emma Biscocho Pelletier, Assistant Director of School and Community Based Internships, at egbp@uw.edu

What does the cost-share contribute to?

The total cost per intern in the 2026 program year is approximately \$12,000. That cost includes:

- Intern stipend (\$5100)
- Intern/Applicant Recruitment
- Admin and HR
 - Payroll processing
 - UW student employee trainings
 - Access to UW tools for programming
- Onboarding & weekly facilitation of workshops and cohort meetings on topics to support ethical and equitable community engagement
- Staff and support
 - Additional supervision support through graduate mentors and full-time staff

The UCBI calendar is broken down into 3 main parts - Internship Development; Recruitment, Interviews & Hiring; and Active Internship Work. The seasons/months listed below are meant to give an idea of our cyclical timeline and are subject to change to a limited extent.

SUMMER - Internship Development

June - August	Partnership & Internship Description Development <ul style="list-style-type: none">Site visits and meetings with program staff are available for support in internship description development
Early September	Final Draft of Internship Description completed & submitted. <ul style="list-style-type: none">If approved, organizations will be asked to sign an MOU that includes cost-share rate.Internship descriptions are published on CELE Center website for student review and applications

FALL - Recruitment, Interviews, & Hiring

Late September - October	UW Students apply to the UCBI program, selecting up to 3 potential internship positions. <ul style="list-style-type: none">The UCBI Team will conduct recruitment and review all applications.
Early November	Interviews <ul style="list-style-type: none">Based on application reviews and feedback, partner organizations will interview up to 6 potential intern candidates.All interviewees and organizations will notify the UCBI team of preferences post-interview.
Late November	The UCBI team matches students and organizations based on interview feedback & preferences and offers positions to students.
December	UCBI Intern Orientation & UW Onboarding <ul style="list-style-type: none">Invoices sent to partner organizations with the confirmation of intern placement

WINTER / SPRING - Active Internship Work

January - June	Interns begin working 10 hours / week & attending weekly cohort meetings at their sites at the start of the UW Winter Quarter. Interns complete their internship work at the end of the UW Spring Quarter.
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