

PIN Summer Internship (PSI)

Program Summary	
Organization	<p>Partnership for Inclusive Innovation (PIN) Established in 2020 to unite Georgia's innovation leaders and diverse ecosystem of businesses, communities, universities, and government, aiming to drive economic development for a resilient and equitable future.</p>
Purpose	<p>At the forefront of innovative student engagement, the PIN Summer Internship spearheads public innovation and civic technology projects, celebrating diversity across institutions, majors, and backgrounds. By offering paid internships, we break barriers and open doors, uniting aspiring innovators from all walks of life to provide opportunities for all.</p>
Values	<p>Collaborative Innovation: We orchestrate intentional collaborations, empowering emerging innovators to tackle complex challenges through immersive experiential learning, fostering creativity and innovative thinking.</p> <p>Cross-Disciplinary Learning: We champion a paired model that unites students with diverse backgrounds, geographies, and majors, promoting cross-learning and the exchange of ideas.</p> <p>Equitable Access: We believe in breaking down barriers by providing paid internships that ensure valuable learning experiences are accessible to all, regardless of socioeconomic status.</p> <p>Inclusive Innovation: We celebrate and embrace diversity, welcoming talent from all backgrounds, levels, degrees, and institutions, fostering a collaborative and cross-disciplinary environment ripe for innovation.</p> <p>Leading with Purpose: At the forefront of innovative student engagement, we drive public innovation and civic technology projects, inspiring next-generation leaders to effect positive change.</p>
Eligibility & Requirements	<p>All higher education students, including graduate students, are eligible to apply. This also includes Spring 2024 graduates. Students are expected to be available full-time (May 10-August 2, 2024) and cannot hold other positions or enroll in additional coursework (excluding the internship credit).</p> <p>Must be eligible and available to work in the United States <u>40 hours</u> per week.</p> <p>Must be able to be hired by Georgia Institute of Technology (Georgia Tech), and the University System of Georgia.</p> <p>*Non-US Citizens & Non-US permanent residents must have valid work authorization by the start date of the internship: CPT or OPT for F-1 visa holders, Academic Training for J-1 visa holders, or an EAD issued by USCIS.</p>
Travel Requirements	<p>Interns will be expected to travel (at their own expense) to the PSI Opening Ceremony in Macon, Georgia on May 10 and to the Closing Ceremony on Georgia Tech campus in Atlanta, Georgia on August 2.</p>
Point of Contact & Program Manager	<p>KeAndrea Rivers, M.S. IDT, Student Engagement Associate, KeAndrea.Rivers@innovate.gatech.edu Dr. Cody M. Cocchi, Student Engagement Manager, Cody.Cocchi@innovate.gatech.edu</p>

Position Details	
Project & Position Details	Projects are accepted on a competitive basis and each job description will be posted by December 1. Job Descriptions include—project and position title, work location, work expectations, required/preferred knowledge, skills, and technologies, and intern learning objectives.
Location for the Position (In-Person vs Hybrid)	Project sites are spread throughout cities in the Southeast U.S. and work schedules vary by project. Interns expected to work in-person & live within daily commuting distance of project worksite. Interns must have reliable, daily transportation to get then to / from work.
Wages & Compensation for Living & Travel Expenses	\$8,000 (pre-tax) paid biweekly (6 paychecks) over the internship period. Rate: \$16.66 per hour. Interns are responsible for funding their own housing, living expenses, travel to and from work for the duration of the summer internship and travel to PSI opening and closing ceremonies.
Work Time & Duration of Internship	Interns work 40 hours per week over a period of 12 weeks (March 10 - Aug. 2, 2024).
Team Structure	Interns typically work alongside a PSI intern, who is another intern in the program, under the supervision of a project leader. The PSI program manager is available to assist with programmatic questions or challenges.
Course Credit	At request of the intern, PIN Student Engagement staff will coordinate with your university advisor or career services professional to complete forms needed for the PSI to count for course/internship credit.
Intern Learning Goals & Objectives	Each Project has their own learning objectives. However, learning goals of every Project include: <ol style="list-style-type: none"> 1. Engagement in real projects that make a positive impact on communities and individuals. 2. Exposure to innovative practices, innovative uses of data, or innovative uses of technologies. 3. Networking opportunities and relationship development with internal and external stakeholders.
Code of Conduct	As representatives of the Partnership for Inclusive Innovation, interns are expected to: <ol style="list-style-type: none"> 1. Fulfill the community expectations and requirements as noted in the Job Description. 2. Always conduct themselves in a professional manner. 3. Be respectful of the workplace, staff, clients, and intellectual property of the organization.

Growth Opportunities - Investment in You	
Paired Model (Peer-to-Peer)	Ideally, each project site will host two interns from different schools and different majors. This model allows for peer-to-peer knowledge exchange, collaboration and mentoring.
Weekly Professional Development (Cohort Model)	The 2024 PSI cohort of 80 interns meet virtually weekly for one hour via Microsoft Teams to learn from professionals in various fields related to public innovation, civic technologies, and other development topics.
Multi-Level Mentorship (1:1)	Interns are matched 1:1 with a professional from PIN's network through the Dreami Mentorship platform. Dreami mentors are separate from your on-site project leaders/supervisors. Mentorship pairs typically meet every other week to discuss various professional development topics.

Application Process

How to Apply	<p>Navigate to the application of your preferred project. Be sure to have an updated resume at the time of applying. Complete the demographics, short answer and up to three (3) project preferences to be reviewed by project leaders. Review: Application questions (PDF)</p>
Application Timeline	<p>December 1 - February 11: Internship Application Period February 19 - 23: Prospective Intern Interview Week March 1 - 8: Intern Offer Letter Consideration Period (Sent 3/1, Due 3/8) March 13: Hiring Process Begins May 10: Opening Ceremony in Macon, Georgia (Attendance Required) May 13: PIN Summer Internship - First Day on Project Site August 1 - 8: PIN Summer Internship - Last Day on Project Site August 2: Closing Ceremony in Atlanta, Georgia (Attendance Required)</p>
Interview Process	<p>Applicants will receive 0-3 interviews at the discretion of each project leadership team. Interviews are 30 minutes and set up by the project leadership team during the week of Feb.19 - 23. Interview questions will vary from project to project. An interview preparation guide will be provided by the PSI Program Manager prior to the interview period.</p>
Matching & Award Letter Process	<p>After interviews are completed, applicant/project Leaders rank their preference of projects/applicants. Applicants are matched to projects based on the preferences of both parties & offer letters are generated. Offer letters will be sent via email to the top two applicants for each Project on <u>March 1</u>. Offers are to be accepted or declined by applicants no later than <u>March 8</u>. *Applicants who not selected as a top candidate are waitlisted and may receive an offer letter after March 8.</p>
Acceptance Rate	2023: 44% acceptance rate (n = 63 accepted / 142 applied)

Future Opportunities	
Connections	The PIN Summer Internship prioritizes developing your professional network and building strong relationships with key players in your field. This program will connect you with industry leaders, known as Project Leaders, and provide guidance on cultivating these relationships moving forward. Remember, a strong network is essential for achieving your career aspirations.
Return offer	<p>Our program has resulted in several full-time job offers. Other interns have received letters of recommendation from their former PSI supervisors to further their employment at other organizations. Disclaimer: The Partnership for Inclusive Innovation and the Project host site are unable to extend commitments beyond the designated internship term of the PIN Summer Internship Program of May 10, 2024 – August 2, 2024.</p>