

# Kansas Micro-Internship Program

## Frequently Asked Questions

### From Students

#### What is the Kansas Micro-Internship Program?

- This program is part of the Kansas Board of Regents' "**Building a Future**" strategic plan and the Kansas Department of Commerce's aim to "connect businesses, job seekers, educational institutions and training providers to ensure the state's workforce is equipped to meet industry needs and to help create economic success for Kansas residents and businesses.
- Through this program, **Kansas-based companies and nonprofit organizations that select a student who is currently enrolled in a Kansas public two-year college or four-year university is eligible to receive a 50% matching micro-grant up to \$250 per project (for a maximum of two projects).**

#### Am I eligible to participate in this program?

- Opportunities available through the Kansas Micro-Internship Program are posted on the Parker Dewey Micro-Internship platform. This platform is free and open to students and graduates from all U.S.-based postsecondary institutions. It contains opportunities for the Kansas Micro-Internship Program as well as from hundreds of companies and nonprofit organizations nationwide. If you are attending any U.S. based college/university, you can go to [www.ParkerDewey.com](http://www.ParkerDewey.com) to create an account and apply.
- If you are enrolled in a public two-year college or four-year university in Kansas, companies who are participating in this program can receive matching grant funding for choosing students like you for their projects. **Please note that you must be currently enrolled in a public postsecondary institution in Kansas to be eligible for this program.** [Click here](#) to learn more about this program and get started.

#### What do I do to get started?

If you are enrolled in a two-year college or four-year public university in Kansas, you can:

1. **Complete the Agile Work Profiler** and upload a PDF of your results into the Documents section of your Parker Dewey profile.
2. **Create your account on Parker Dewey.** Be sure to add **Kansas Micro-Internship Program** to your profile in the Affiliations section of your profile.
3. **Apply to all projects that interest you.**

#### Are International Students eligible to participate?

Yes with appropriate work authorization. Please contact your school's International Students Office to confirm your eligibility.

## How do I apply for a project?

- Once you have created an account in the Parker Dewey platform, scroll through the list of options and click **Details** to read more about the project. If you are interested, click **Apply**.
- Each project will have at least one application question. Be sure to respond to each question with a detailed, carefully-edited response that outlines how you will approach the project. [Click here](#) for more tips.

## If I am selected for a project, what happens next?

- You will receive an email from Parker Dewey with the name and contact information for the organization for whom you will be completing the project. **You should reach out to this point of contact as soon as possible after receiving this email.**
- The Parker Dewey team will also provide you with payroll, legal, and other administrative paperwork which you should complete ASAP.

## How does payment work?

Once you complete the project, you will be paid by Parker Dewey at the end of the month that you completed the project.

## How should I present this experience on my resume or LinkedIn profile?

- All Micro-Interns are independent contractors of Parker Dewey and NOT the organization for whom you are completing the project. As a result, you should give yourself the job title of "Independent Consultant" and list the company as "Parker Dewey."
- Due to the Nondisclosure Agreement in the Terms of Use, you must be sensitive to the level of detail provided about the project. **You should also only mention the company's name if given permission** by that company.
- You are welcome to email Parker Dewey if you have questions or would like feedback at [support@parkerdewey.com](mailto:support@parkerdewey.com).

## Can I complete a Micro-Internship for academic credit?

This may be available, but requirements for academic credit vary by school. Check with your college/university's Career Services Office.

## What if there are issues during the project?

If any issues arise during your project, please contact [support@parkerdewey.com](mailto:support@parkerdewey.com) as soon as possible.