



TheDream.US DreamBuilders Internship Program: Guide for Organization/Business on Posting an Internship on Parker Dewey

Use this Guide to post an internship project on Parker Dewey! After your posting is submitted and goes live, allow time for Scholars to apply. Then, you can select a current TheDream.US Scholar to complete your project!

STEP 1: CREATE A COMPANY ACCOUNT ON PARKER DEWEY

Create a FREE company account by visiting <https://info.parkerdewey.com/thedreamus/dreambuilders>. Next, scroll to the “Micro-Internship Templates” section and click on the project template that works best for your organization. Once on the **Sign In to Parker Dewey** page, click on **No account? Sign Up** button at the bottom of the page. Fill out the requested information and click the **Create My Account** button at the bottom. **Remember your email and password for future reference!**

If you already have a company account with Parker Dewey, simply sign in with your credentials.

STEP 2: COMPLETE YOUR ORGANIZATION PROFILE

Create your organization’s profile by filling in fields about you and your organization. **IMPORTANT: In the About You section, type TheDream.US into the Affiliations field and click the +Add button.** This will ensure that only students affiliated with TheDream.US will be able to view and apply to your opportunities.

In the **About Your Company** section, include your organization name, logo, brief company description, and website. Then click the **Save** button.



About You

First Name

Last Name

Email

University

Micro-internships can also be a great way to support your alma mater.

+ ADD

Affiliations

Please identify all associations with which you are involved. Start typing in the box below to see the full list, or [click here](#)

+ ADD

TheDream.US x

← ← ← **IMPORTANT:**

Type "TheDream.US" into the Affiliations field and click the +Add button. A box listing "TheDream.US" should appear under the field.

About Your Company

Company Name

Logo

94% of companies with logos saw improvement in their applicants

Drag files here or click to browse.
Only *.jpg and *.png files will be accepted.

Company Description

Website

(Optional)

LinkedIn

(Optional)

Twitter

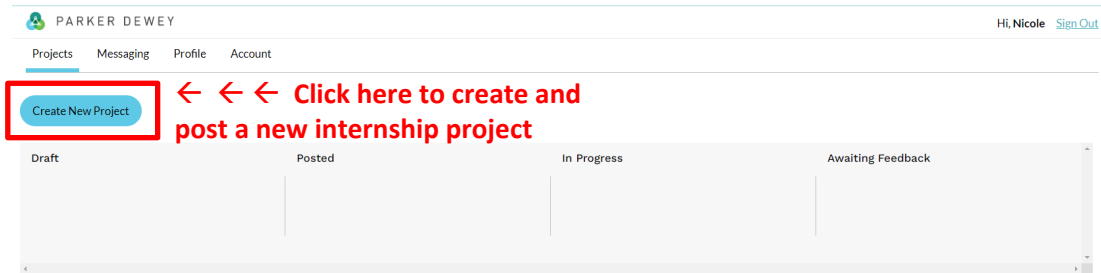
(Optional)

...

SAVE

STEP 3: POST AN INTERNSHIP PROJECT AND POST NOW

Creating and posting an internship opportunity on Parker Dewey is easy! From your horizontal dashboard, click **Projects** at the top and then the **Create New Project** button.



Next, provide the details of your internship project in 3 steps:

STEP 1: DESCRIPTION

- **Project Name:** This is similar to an internship title (i.e. Data Intern, Marketing Intern, etc.).
- **Department:** Type “DreamBuilders Internship Program.” This will help Scholars and TheDream.US Staff easily identify your internship project as part of the DreamBuilders Internship Program.
- **Start/End Date:** Add a start and end date. Depending on total estimated hours, internship experiences should last in general from one month to several months. *TIP: Include a start date that is at least 2 weeks from when you post the internship to allow time for Scholars to apply, as well as time for you to review applicants and select your top pick.*
- **Description:** This should include a brief outline of specific deliverables/tasks the intern will complete. The more details, the better so interested applicants understand your expectations.
- **Location:** Indicate where your organization is based and whether your internship project can be conducted remotely or onsite. **A remote internship is encouraged as it allows for a wider candidate pool.** Input city, state, and zip code of your business location.

Create New Project

Step 1: Description

Project Name

Department

Start Date

End Date

Description

Location

City

State

Zip

STEP 1: DESCRIPTION STEP 2: APPLICANTS STEP 3: QUESTIONS

← ← ← **IMPORTANT:**
Type “DreamBuilders Internship Program” into the Department field.

← ← ← **IMPORTANT:**
A remote internship is encouraged as it allows for a wider candidate pool.



STEP 2: APPLICANTS

- **Estimated Hours:** This is how long you think the project will take and can help applicants understand your expectations.
 - Your estimated internship hours must be between 40 – 200 hours.
 - If you are planning a project that will take multiple weeks, this should be the TOTAL estimated number of hours the project will take (ex. 10 hours/week x 10 weeks = 100 Estimated Hours)
 - All projects on Parker Dewey are paid as a fixed fee and are structured as independent contract work – so payment will be based on progressing through and completing the deliverables outlined in the posting. The hours mentioned are meant to gauge duration and should not be interpreted as a form of timesheet tracking.
 - This means that if a project is estimated to take 100 hours to complete, the amount the student will receive for the project will be \$2,000 (100 hours x \$20/hour). If the selected applicant takes fewer or more than 100 hours to complete, they will still receive \$2,000.
- **Amount student will receive:** This is what the intern will be paid for the project. This should equate to \$20 per estimated hour. Parker Dewey will pay this amount to the student at the end of the internship.
 - Calculation: Total Estimated Hours x \$20 per Estimated Hour
 - Example: For a 100 hour project, the amount the student will receive is \$2,000 (100 hours x \$20 per hour = \$2,000).
- **Amount you pay (per Intern)*:** This includes the student stipend (amount student will receive) plus a roughly 10% Parker Dewey administrative fee. Parker Dewey handles all payroll, legal and other administration of the project. TheDream.US will pay all expenses on approved internships.
 - Calculation: Amount Student Will Receive / 0.9
 - Example: For a 100 hour project, the total amount to pay is \$2,222.22. This is because the student would receive \$2,000. $\$2,000 / 0.9 = \$2,222.22$.
- **Number of Interns:** It's recommended to list that 1 intern is needed (unless you need multiple interns in the same role and you have available funds – then you can input more than 1).
- **Total amount you pay*:** This includes total cost (including student stipend + 10% Parker Dewey fee) based on the total number of interns you expect to select.
- **Skills:** This is an optional field.
- **Schools:** Leave this field blank. Do not input anything into this field. (If a School is added, the opportunity will be visible to all students – including non-TheDream.US Scholars - at the school.)
- **Affiliations/Programs:** IMPORTANT: Type "TheDream.US" into the Affiliations field and click the +Add button. A box listing "TheDream.US" should appear under the field. This will ensure that your internship posting will be viewable only by TheDream.US Scholars.
- **Graduation Status:** Select "Current Students" as these opportunities are available only to current students. Do not choose alumni and recent graduates for your internship as they are not eligible.
- **Is this being used to identify for a longer term opportunity?** Select No.

**This field should automatically calculate once a number is inputted into the Estimated Hours field.*

Create New Project

Step 2: Applicants

Estimated Hours 100 Total # of hours of work by the Micro-Intern expected to complete your project.	Amount student will receive \$ 2000 Fixed cost student will be paid upon completion, typically implying \$20-\$25/hour.	Amount you pay (per Micro-Intern) \$ 2222.22
Number of Micro-Interns 1 Total # of Micro-Interns you want to select. You can always adjust this.	Total amount you pay \$ 2222.22 Total amount you will pay based on the number of Micro-Interns you expect to select.	

Note: Amount you pay includes Parker Dewey's administrative fees. There are no additional costs/fees including if you wish to hire the Micro-Intern for a future, longer-term opportunity.

If you are participating in a program funded by a third party you will not be charged, and estimated hours and compensation should be aligned with the program's requirements. Please refer to the specific program's website for additional information, or email support@parkerdewey.com.

Skills

Desired Skills
Optional

Schools & Affiliations/Programs

Limit to applicants of specific schools and affiliations/programs

This feature is to ensure that only eligible students/recent grads apply. Leaving these fields blank will provide the broadest reach, allowing your project to be seen by all students and recent graduates on the platform.

By including specific Schools or Affiliations/Programs in this section, your project will only be visible to those with those schools or affiliations/programs on their profile. If you are participating through a program, make sure to add the program name in the Affiliations/Programs section.

Schools

Use this field to limit your Micro-Internship exclusively to students or recent graduates from one or more specific schools including colleges, universities, and boot camps.
Optional

Affiliations/Programs

Use this field to limit your Micro-Internship exclusively to participants of specific community or non-profit programs.
Optional

THEDREAM.US X

← ← ← IMPORTANT:

Your Estimated Hours must be between 40-200 hours. The 3 "Amount" fields will auto-calculate based on estimated hours entered.

Double check that the "Amount student will receive" has correct total calculation: Total Estimated Hours x \$20 per Estimated Hour.

P.S. You will not be charged for any internship fees, so long as your internship(s) align with the program guidelines. TheDream.US will pay for all approved internship fees.

← ← ← IMPORTANT:

Leave School field blank.

← ← ← IMPORTANT:

Type "TheDream.US" into the Affiliations field and click the +Add button. A box listing "TheDream.US" should appear under the field.

Graduation Status

Is this being used to identify for a longer term opportunity?

Parker Dewey uses this information to share relevant opportunities with students.

← ← ← IMPORTANT:

Select "Current Students" as these internships are available only to current students (not alumni or recent graduates).



STEP 3: QUESTIONS

The last step is to add any application questions. Question 1 (Why do you think we should select you for this opportunity?) is a mandatory question from Parker Dewey. **Organizations MUST add the below questions as Question 2 and 3 (if not already included as template questions).** Adding additional questions beyond these mandatory 2 questions is optional and we encourage organizations to keep the application questions short and simple. (if you do decide to add questions, please add your questions after Question 3.)

IMPORTANT: Add these 2 mandatory questions listed below:

Question 2: What is your TheDream.US APP ID? (Your ID is 7 digits long and can be found on the ISTS Portal.)

Question 3: Upload your resume to your Profile. Respond "Yes" once uploaded. (To upload, click on your name in the top right corner and click "Profile." Click "Resume/CV." Upload your resume and click the "Save" button.)

Questions

← ← ← **IMPORTANT:**
Ensure Question #2 ("What is your TheDream.US APP ID?") and Question #3 ("Upload your resume to your Profile") are listed in full as pictured. If not already included, please manually add it.

STEP 1: DESCRIPTION STEP 2: APPLICANTS STEP 3: QUESTIONS

← ← ← **IMPORTANT:**
Select the "Post Now" button.

After adding Questions 2-3, click on the **Post Now** button. Your posting will automatically go live and become viewable to TheDream.US Scholars. As students apply to your internship project, you will receive an automated email from Parker Dewey informing you that students have applied and to review applicants on your Parker Dewey dashboard.



STEP 4: VIEW AND APPROVE A CANDIDATE

Once candidates apply, you can view candidates and select the candidate for your project. **REMEMBER – you must select a candidate who is affiliated with TheDream.US (you can view affiliations on the applicant's profile).** To view screenshots and instructions regarding this step, visit <https://info.parkerdewey.com/company-tutorial> and click on “Viewing and Approving an Applicant.” You can also review this resource on [Selecting an Applicant on the Parker Dewey Platform](#).

Note that you will also receive automated emails from Parker Dewey when a student applies to your internship project; the email will prompt you to log in and review applicants on your Parker Dewey dashboard.

STEP 5: CLOSE OUT PROJECT ONCE COMPLETE

Once your intern finishes the project, you must mark the project as completed through your dashboard so that the intern receives payment. **IMPORTANT: Click the Complete Project button to notify Parker Dewey that the project is finished so the intern can receive payment.** Once you click the **Complete Project** button, you will be prompted and required to provide feedback about the intern. To view screenshots and instructions regarding this step, visit <https://info.parkerdewey.com/company-tutorial> and click on “Closing out the Project.”