



Concept Paper: DreamBuilders Internship Program

Goals:

- Provide TheDream.US Scholars with paid, project-based internship opportunities*, hosted by TheDream.US Alumni who work as employees (at any organization) or business owners**
- Create a mentor/mentee relationship between the alumni and student intern
- Encourage TheDream.US alumni to develop and offer internships to TheDream.US Scholars regardless of work authorization

Overview: TheDream.US will provide internship funds for TheDream.US Alumni to create internship opportunities for Scholars with and without work authorization. TheDream.US Alumni would host a Scholar intern at their place of work and provide mentorship and supervision. These internships will enable Scholars to gain and demonstrate skills, explore career paths, and grow their network. Additionally, this experience will allow Alumni and Scholars to work together to build a better future for themselves and their community.

Internship Funds:

- Internship funds will be disbursed on a first-come, first-serve basis as long as funds are available
- Alumni can request up to \$4,500 per calendar year for Scholar internships (these funds will be transferred from TheDream.US to Parker Dewey to pay the intern directly). This amount includes the student internship payment(s) plus the Parker Dewey fee.

Internship Hours & Payment:

- An internship experience must require between 40 – 200 hours. Total payment will be determined prior to the start of experience and will be based off estimated total number of hours. The internship payment should equate to \$20 per estimated hour.
- Scholar will receive their payment at the completion of the experience.

Internship Requirements: All internship funds must be offered exclusively to TheDream.US Scholars. Internship opportunities must:

- Provide between 40-200 hours that is in a remote, on-site or hybrid setting (a remote internship is encouraged, though not required, as this allows for a wider candidate pool)
- Have a dedicated Alumni that will serve as the intern's supervisor and provide routine feedback/training
- Be educational in nature and focus on training and learning objectives related to the intern's academic coursework and/or professional goals (training related to business ownership and entrepreneurship encouraged when applicable)
- Be hosted by an Alumni that has been vetted by TheDream.US to ensure they have time to provide a meaningful internship and their internship posting meets program requirements

Scholar Eligibility Requirements: Scholars who meet the following criteria are eligible to receive funding:

- Current TheDream.US Scholar who is currently enrolled at a Partner College
- Has a cumulative GPA of 2.5 or higher; and
- Has a valid social security number (SSN) or [individual tax identification number \(ITIN\)](#).
- NOTE: Selected Scholars must complete the Parker Dewey Post Micro-Internship Survey to receive their payment upon internship completion.



Alumni Eligibility Requirements: Alumni who meet the following criteria are eligible to participate in this program through hosting an intern. Alumni eligibility requirements include the following:

- Is a TheDream.US Alumni that works as an employee (at any organization) or business owner**
- Has dedicated time to provide a meaningful internship, which includes at minimum 1-hour biweekly meetings with the intern to provide training, guidance, and mentorship (for the duration of the internship)
- Create and post an internship posting on Parker Dewey, and have a clear idea of what the internship will entail

Securing Internship Opportunities Process:

1. TheDream.US promotes program to Alumni and encourages Alumni to host an intern (Scholar) at their organization or business.
2. TheDream.US shares the Program Website and Program Process Guide with Alumni.
3. Alumni post internships on Parker Dewey via the Program Website, making these internships exclusive to TheDream.US Scholars. (Alumni should allow time for Scholars to apply.)
4. TheDream.US reviews and promotes internship(s) to Scholars.
5. Alumni select Scholar candidate via Parker Dewey.
6. Parker Dewey will email selected Scholars with instructions on setting up their payment account. A SSN and/or an ITIN will be required.
7. TheDream.US will transfer funds for internship (including 10% administration fee) to Parker Dewey to be distributed to the interns.
8. Alumni will close out internship project on Parker Dewey once completed so Scholar gets paid.
9. Parker Dewey pays Scholar.
10. Parker Dewey will email TheDream.US program and Scholar information on a monthly basis.

*All internships are project-based, short-term experiences. These internships are non-employment based opportunities.

**For this program, a business owner is defined as an owner of a business that is set up as a Corporation or Limited Liability Company (LLC).