

# UChicago Jeff Metcalf Internship Program

## Guidelines for Hiring Metcalf Interns

### Program Timeline:

- Internships take place virtually or in-person:
  - Academic Year: Students may work up to 20 hours a week each quarter, with most students working 10-15 hours
  - Summer: Students work for about 320 hours or 8-10 weeks
- Short-term and small-scale projects are also eligible

### Program Structure:

- Internships are substantive, task-oriented, skill-building and, preferably, project-based:
  - Intern projects will help students build skills and advance in the industry
  - Intern projects should have minimal clerical work (making copies, organizing files, etc.)
- Students have a direct supervisor, who regularly meets with them

### Program Costs:

- Career Advancement has limited funding to support internships with employers based outside the U.S.
- Employers are encouraged to provide one or more of the following when possible:
  - Hourly wage
  - Daily allowance – usual range: USD\$100-400 monthly

## Recommended Internship Activities

### Feedback and Evaluation:

- Weekly meetings/calls between intern and supervisor to provide structured feedback on their work
- Performance evaluation meetings – one mid-internship, and one at the end of the internship

### Professional Development:

- Opportunities to shadow supervisors in meetings with senior leadership and/or clients
- Opportunities to learn about the organization, career paths, and industry
  - Coffee chats with employees/managers from various departments to hear about their roles and work
  - Assign mentors to provide career guidance
- Opportunities to attend staff meetings or presentations

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## How to Hire a Metcalf Intern

The hiring process typically takes about 6-8 weeks:

### **Posting a job:**

1. Send a job description to Katie Fassbinder at [katief@uchicago.edu](mailto:katief@uchicago.edu) to post on Handshake.
2. The application will be open on Handshake for 2-3 weeks.

### **Reviewing applications:**

1. Career Advancement will send application packets to the employer after the application deadline.
2. Employers have 2-3 weeks to select candidates they wish to interview.
3. Career Advancement is happy to set up the first round of interviews with students.

### **Extending an offer:**

1. Once the interviews are completed, employers notify Career Advancement of their selection.
2. Career Advancement will extend offers to the selected candidates.
3. Students have one week, from the date the offer is extended, to accept or decline the offer.
4. Career Advancement will inform employers about students' decisions; employers then onboard students.

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Please contact Katie Fassbinder at [katief@uchicago.edu](mailto:katief@uchicago.edu) if you have any further questions or would like our assistance at any point in the recruitment and selection process.