University Service-Learning
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# GivePulse Service Internship (SI) Listing Summary

Sections in **ASU gold** are required. Sections in **blue** are optional. ***See Sample SI for example.*** Click for details/screenshots.

| Section | Description |
|---|---|
| **HOW TO ACCESS CREATION \| EDIT LINKS** | |
| **Group Admins:** Click *Manage* > *Group Name* > *Internships* > *Create Internship* \| Click *Manage* > *Manage Internships* > *SI Title*<br>**NON-Group Admins:** Click *Manage* > *Manage Internships* > *SI Title* > *Duplicate* (for new SI) or *Edit* | |
| **BASIC INFORMATION SECTION** | |
| **Name** | A brief and descriptive title - *may include location if you have different locations with the same SI*<br>→ *Do not include your organization name—this will already be listed on the SI* |
| **Internship Period** | These are not the dates of service, but when the internship will be displayed. Use dates below:<br>• Spring, Summer & Fall = December 1st, 2019 to June 30th, 2020<br>• Fall & Spring or Spring only = December 1st, 2019 to April 26th, 2020<br>• Summer only = April 28th, 2020 to June 30th, 2020<br>• Fall only = July 15th, 2020 to December 4th, 2020 |
| **Admin/Contact** | The main person a student intern should contact with questions<br>→ *If not available for selection, first add as "hidden" SI Admin—see bottom of p. 2* |
| **Privacy Level** | Set to "*Private – Affiliate Specific"* and select "*ASU Community Engage Programs"* in this field. |
| **Address** | Only one location may be listed – *create separate SIs for each location*<br>→ *use duplicate function to copy SI and change name and other details, as needed*<br>→ *may make sense to list one location if sites are in general close proximity to one another* |
| **Description** | In order for us to display your internship, **ensure you include all the following information**.<br>*Please include a bolded header for each section (except Duties).* See USL SI Criteria.<br>• **Duties** - detailed description of tasks – *first sentence displays in SI list; ensure it is informative and engaging* (Sample)<br>• **Available Days/Hours** – list specific days/times students may serve<br>*Note applicable Timeframes with asterisks: *Mornings *Afternoons *Evenings *Weekends*<br>• **Population Served -** description of the population you serve (*e.g. demographics, Title I school)*<br>• **Community Need -** description of the community needs your internship addresses<br>• **Community Impact -** description of the positive impact interns will have on the population<br>• **Capacity** – The number of interns you will accept – *max of 5 interns per supervisor* |
| **ADVANCED SECTION** | |
| **Logos Tab** | |
| **Logos** | We recommend that you include images to help make your internship stand out. |
| **Additional Info Tab** | |
| **Requirements** | Check boxes for applicable items; provide details in *Requirements* (next section)<br>→ Check Training *only if* required training may delay the start of service<br>→ Check *No Additional Requirements* if you don't require fingerprint/background check or anything that could delay service |
| **Requirement Details** | List the following please offset with bold/cap headers:<br>**Required/Desired Skills** – Skills and experiences students should possess for this SI<br>**Background Check** – Type of clearance, cost, processing time, if service can begin while waiting for processing<br>**Fingerprinting** – Type of clearance, cost, processing time, if service can begin while waiting for processing<br>**Training** – Length and type of training; specific dates, if applicable<br>**Other** – Other screening/credentials required, cost, processing time, e.g., drug screening, TB test, food handler card |

| Social, Causes, Skills and SDGs Tabs | |
|---|---|
| **Social** | Website, Facebook, etc. – helps students learn more about your organization/internship |
| **Causes** | Select *Causes* that are pertinent to this specific SI ← students may filter by Causes |
| **Skills & SDGs** | List *skills* needed for this SI and select pertinent *Sustainable Development Goals* |
| **DETAILS SECTION** | |
| **Timeframe** | Check semesters offered – ensure appropriate dates are listed in *Internship Period* (Basics section) |
| **Paid & Credit** | Must be "Not Paid" & "Credit" respectively. |
| **Supervisors** | Up to 3 may be listed to display as secondary contacts – *may leave empty; see "hidden" supervisors section* |
| **Hiring Manager** | A Group Admin who can serve as a secondary contact (may leave empty) |
| **How to Apply** | Instructions for how interested students should apply. |
| **APPLICATION SECTION** | |
| **Application Types** | Select Internal to add questions/items for students to submit via GivePulse *(leave AFFILIATE blank)*<br>Select External to use your own web page for students to submit info |
| **Internal Application Questions** | Enter items to submit (e.g., resume) & questions (name & email automatically provided) to help you screen applicants. (click *Apply Now* on Sample SI for sample)<br>→ For example, ask about student schedule; hard requirements (e.g. fingerprint card); relevant experience<br>→ **BE SURE TO ASK which program/course student is in** (identifies as USL student & required # service hours) |
| **SETTINGS SECTION** | |
| **Display Wall** | Message board visible to all; can't edit/delete comments. We recommend selecting no to hide the wall |
| **Display Map** | Shows location of the address listed. Ensure display is correct. |
| **Hide Participants** | Select "YES" so that participants do not display. |
| **Keywords** | Add search keywords to enhance your search results |

## PUBLISH

When you have completed all required items and are ready to submit for review by USL staff you must PUBLISH your SI. This does *not* make your SI available to students. USL staff will review and publish to USL students.

## ADDING "HIDDEN" SUPERVISORS / SI ADMINS

**Please add us as an SI Admin:** First Name=*ASU Community Engagement* Last Name=*Programs* email=*service.learning@asu.edu*

**You will also want to add**:

- Supervisors that you do not want prospective students to contact directly
- Supervisors who are not already listed in one of the visible fields (Contact, Supervisor, Hiring Manager)
- Desired SI Contact that is not available for selection as Administrator/Primary Contact

**HOW to do this**: Navigate to the SI dashboard, click *Applicants* > *Manage People* > Blue Action Button > *Add User*

## DETAILED HELP DOCS WITH SCREENSHOTS

[Viewing/Editing SIs Transferred from My USL]

[Creating/Editing SIs on GivePulse]

See Sample SI for example of how SI should look

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