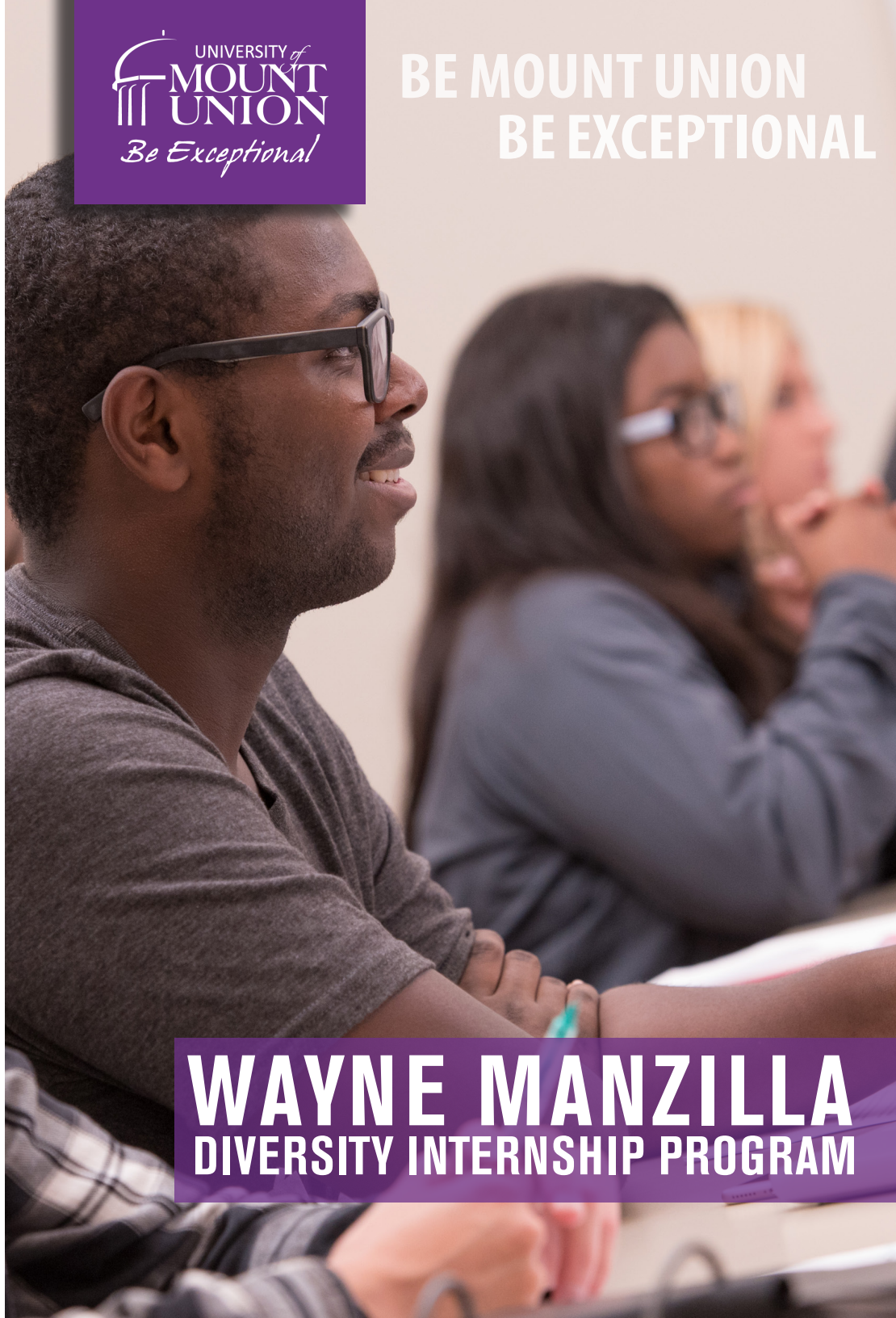




BE MOUNT UNION
BE EXCEPTIONAL



FOR MORE INFORMATION:

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WAYNE MANZILLA
DIVERSITY INTERNSHIP PROGRAM

MISSION

Mount Union seeks to nurture academic excellence in its students and to support the efforts of its underrepresented students by providing role models for them in various academic and administrative areas on campus. In order to move toward having a more diverse staff at the University, we seek to employ recent minority graduates and help them to complete advanced degrees which will allow them to assume full-time positions at the University.

To achieve this goal, the University will strive to maintain the employment of three underrepresented graduates in part-time positions. A total annual commitment of 1,440 hours will be expected of working interns. The hours might be arranged with approximately 20 hours a week during the academic semesters, and 16 weeks of full-time during the summer months.

- Employment will ideally begin in June following selection, and graduate work will begin no later than January following selection. Timing of the six weeks of full-time employment, as mentioned above, is negotiated between the intern and the supervisor, with notification of arrangements to the director of the Wayne Manzilla Diversity Internship Program.
- Interns must be enrolled in a graduate program at an accredited university which will allow them to complete a master's degree or doctoral program preparing them for full-time employment at the University. If the intern leaves either the graduate or Manzilla program prior to completion, the tuition support received will be treated as a loan, and the intern will be expected to repay the University*.
- Compensations include a competitive salary, housing with utilities, a meal plan, and part-time staff benefits.
- Interns are expected to maintain visibility at Mount Union while pursuing their graduate studies.
- Every effort will be made to offer interns who successfully complete their degree(s) full-time positions at the university in an area related to their internship. Should such a position be offered, interns will be expected to work in that position for a period of three years. If the intern chooses not to accept the position offered, the tuition support received will be treated as a loan, and the intern will be expected to repay the University*. If a full-time position cannot be offered, the intern will have no further obligation to the University.
- The supervisor will be responsible for training the intern, evaluating work progress, and reporting to the director of the program.
- Interns will be expected to share progress reports on graduate work at the end of each semester.

** A series of payments can be arranged with the Office of Business Affairs.*

Criteria

Proposed criteria will include but is not limited to:

- Students who are ethnically diverse
- First-generation college students
- Individuals with disabilities
- Individuals with veteran status
- Students from a socioeconomically disadvantaged background
- Students who carry a GPA which supports admission to graduate school
- Individuals who are or will be accepted in a graduate program at a nearby or online accredited institution
- Students who are good matches with part-time positions being offered

ADMINISTRATIVE PROCEDURES

The Wayne Manzilla Diversity Internship Program will be administered by the director of the program.

- In September or October department identification will take place.
- Application forms will be available online beginning the month of November
- Application deadline is March 5 at noon.
- At the end of each academic year, the vice president in the area the intern is serving will be responsible for submitting a report to the coordinators and to the administrative council evaluating the work of the intern for the year and the strengths of the position for the University. The vice presidents' report along with the interns' reports will provide the basis for adaptation of the program and the potential revision of individual participant's place in it.

APPLICATION PROCEDURES

Students who fit the criteria should complete the application and submit the necessary reference forms.

- Completed application forms and requested materials will be submitted to the Office of Diversity and Inclusion.
- Once applications are received, the program committee and intern supervisor will convene to review applications.
- When the interviews are completed, reviewer comments will be collected and the committee will meet to advise the president on selection.
- Students will be notified by the director of the Wayne Manzilla Diversity Internship Program as soon as decisions are made.



WAYNE MANZILLA

THE FIRST AFRICAN-AMERICAN TO GRADUATE FROM MOUNT UNION IN 1888.