

Frequently Asked Questions

Humanics Internships in CBO Administration & Leadership

Answers to some frequently asked questions about Humanics Internships.

How many hours are required?

The Humanics Certificate in Administration and Leadership for 501c3 Community Benefit Organizations (CBOs) requires 300 hours of field experience. Typically, these 300 hours are spread among one to three organizations over two semesters or one semester and a summer.

Why are internships required?

Experiential education (i.e., learning by doing) is the most effective method for the development of skills that prepare future professionals for employment. Internships are the bridge between academia and the professional world. They provide students with an opportunity to gain professional skills that will enhance marketability upon graduation.

How do I apply for a Humanics intern?

Contact Dr. Matthew Jendian at matthewj@csufresno.edu. Please also understand that the Humanics Program always receives more requests for interns than we have interns available, so no organization is ever guaranteed an intern in any given semester.

What are the goals and objectives of a Humanics internship?

While each intern and supervisor together complete an “educational contract,” the broad goals and objectives of a Humanics internship include:

- Becoming more knowledgeable about general work functions, such as marketing, human resources, communications, operations, financial and resource development, research and development, and program design
- Learning career-related skills, such as public speaking, supervision, analyzing data, budgeting, & coordinating events
- Developing valuable contacts in the field by networking with professionals

What are the benefits of having a Humanics intern?

Humanics scholars take courses in administration and leadership for 501c3 CBOs, grant writing and evaluation, fundraising and philanthropy, social policy and advocacy, among others, and have typically volunteered or been involved with service-learning prior to their internship. Humanics scholars come to your organization with a deeper skill set and a broader understanding of CBOs, administration, and leadership than the typical non-Humanics student.

What is required of my organization?

As a community partner, the host organization shall:

- ❖ Sign an Agreement of Affiliation
- ❖ Provide broad learning opportunities
- ❖ Have qualified internship supervisors
- ❖ Be large enough to ensure that the basic programs are developed and maintained sufficiently without complete reliance on interns.
- ❖ Provide compensation or a matching scholarship of \$875 or \$437.50 for 150 or 75 hours respectively (requires a separate form to be submitted).
- ❖ Consider investing financially in your intern’s professional development by helping sponsor his or her participation in a professional development conference (\$250).

Professional Development

Several regional or national conferences can fulfill the Professional Development Conference requirement for the Humanics Certificate, including: Association of Fundraising Professionals (held each March); ARNOVA; Independent Sector; HandsOn/Points of Light; & Fresno State’s R.E.A.L.® Experience.