Call for Proposals: Graduate Student Micro-Internships, Spring 2026

Introduction

The Graduate School is pleased to announce the [AY2025-2026 Micro-Internship Program](). Now in its second year, this program provides paid micro-internships for graduate students during the Spring 2026 semester. These internships are designed to enhance the future professional success of our graduate students, while supporting both academic and non-academic units of the University.

All University units are invited to [submit a proposal]() to host a graduate student intern to conduct a meaningful project that will contribute to the student's professional development. Projects should make use of students' academic preparation, and offer them practical experience that aligns with their intended career path while also supporting the Unit's goals. Applications must be submitted by a full-time employee who will contribute to the design and supervision of the project.

Example projects include but are not limited to data analysis, web page development, survey and market research, workshop planning, or creating internal or external communication materials. We anticipate funding 15-20 micro-internships during Spring 2025.

What are the micro-internship project parameters?

- The project scope should be achievable within one semester.
- Research and scholarship projects are NOT eligible for this program.
- Projects must be designed for one intern only. Student teams are not eligible for this program.
- No supervisor will be assigned more than one intern.
- A description of the project goals, methods, any required training activities, estimated number of work hours, modality (in person, virtual), supervision plan, desired project outcomes, description of the current state of the project, milestones, and all project deliverables, as well as the Unit's plan for mentoring and supporting the intern must be submitted to TGS as per the application instructions below.
- Projects must be supervised by a manager or a professional staff member whose job duties include supervision of others.
- The Graduate School will provide a student stipend of up to $5,000 per project, with stipend amount calculated to be commensurate with the project scope and number of work hours.
- All projects must be completed by June 25, 2026.
- The Graduate School will distribute applications, confirm applicant eligibility, send offer letters and agreements to interns, and manage the Workday onboarding and stipend process.
- All program interns and supervisors must agree to complete a survey to assess program outcomes and help us improve the program.

Who is eligible to participate in the Graduate School Micro-Internship program?

- All currently matriculated graduate students in degree and certificate programs are eligible to apply for micro-internship positions, regardless of degree program, level, type, or full- vs. part-time status.
- Projects may be conducted either on campus or virtually.
- Students currently receiving financial support under the following mechanisms are ineligible for this program:
    - Graduate Assistants, Doctoral Assistants, and Doctoral Teaching Fellows
    - Full-time, part-time, or temporary service employees of the University

What are application components, and how do I apply?

Units who would like to propose a micro-internship project and host an intern must submit a completed application, no later than Monday, November 17.

1. Host Unit information
    - Unit Name
    - Requestor Name and Supervisor name (if different from the requestor) and Supervisor Title
    - Confirmation that Supervisor's current job duties include supervision of others

2. Project description (2 pages maximum), including:
    - Project title
    - Project start and end dates
    - Project goals and objectives
    - Methods to be used to achieve the goals and objectives
    - Skill sets that the graduate intern will develop through this project and how these may contribute to career preparation
    - Description of any required trainings that must be completed
    - Description of, and justification for, any special needs (for example access to Workday, access to Institutional Data, travel off site)
    - Description of the deliverables expected at the completion of this project
    - Estimated timeline for completing major project milestones
    - Number of hours estimated to complete this project
        - Note: Stipend amounts will be based on the number of project hours. Please estimate hours as accurately as possible.

3. Mentoring plan (1 page maximum):

    Host units must provide a detailed mentoring plan that includes the following:

    - Who will provide daily supervision and mentoring for the intern?
    - How will the unit provide constructive feedback and support the student's successful implementation of this project?
    - How frequently and in what modality will meetings and check-ins occur?
    - Description of the resources provided to complete the project.

    Note that the mentoring plan is an essential component of the application to demonstrate the host unit's commitment to the student's professional development and project success.

Timeline and Due Dates

11/17/2025	Project proposals due to TGS from host units.
12/08/2025	Project Review Committee communicates results to host units. Program announced to Graduate Students.
12/12/2025	Call for student applications announced.
01/02/2026	Student applications due. Host units begin the review and selection process.
01/21/2026	Last day for hiring managers send their recommendations to TGS.
06/25/2026	Projects conclude and all deliverables due.