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## **Impact Interns: Summer 2026**

### **Host Organization Expectations and Program Outline**

#### **About Impact Interns**

**Impact Interns** is a program of the University of Maryland's Do Good Institute in partnership with nonprofit and social impact organizations. Impact Interns is designed to provide social impact organizations with knowledgeable and skilled interns and to provide emerging student leaders with meaningful opportunities to gain professional experience in the social impact sector, develop skills, build a professional network and learn about local community needs.

Adapted from the **Philanthropy Fellows Program** launched in 2011, Impact Interns has pivoted to now include both undergraduate and graduate students, as well as internships outside of the philanthropy sector. The Do Good Institute launched Impact Interns in summer 2020 and have proudly paired more than 150 nonprofits with more than 300 interns in the past four years.

In this document, we have outlined important deadlines, expectations and program elements, which all hosts should review carefully.

If there are any specific questions about the materials attached, please contact Program Coordinator, Catherine Curtis at [ccurtis5@umd.edu](mailto:ccurtis5@umd.edu).

#### **Position Logistics**

Students are generally available 20-40 hours per week starting in June and ending in August for 8 to 12 weeks. If interns are required to work outside of those dates, please communicate with the student individually and list that on your position description.

Internships can be either in-person or online or a hybrid of both. Please note that if you are based outside of the DMV area, it is strongly encouraged that you conduct your internships remotely as we cannot guarantee an intern will be able to work in-person.

Each host is **required** to offer students at least 200 hours of work over the course of their summer internship. That typically looks like a 10-week internship with the student working 20 hours per week, but it can be any combination of hours and weeks that total 200. The exact number of weeks, hours per week, and start date and end date are up to the discretion of the supervisor and intern.

The exact schedule for your intern should be a mutual decision with a set start date, hours and schedule. To allow for a meaningful period of time for the internship, we ask that you arrange for your intern to start work no later than June.

#### **Process & Timeline**

**Step 1:** Organizations interested in hiring an intern should attend an information session hosted by the Do Good Institute to learn more about the program. Information sessions will be hosted throughout September, October, and November 2025. If you are unable to make an information session and have not hosted an Impact Intern before, we require that you set up a phone call with Catherine Curtis before submitting an application to host an intern. To coordinate, please email [ccurtis5@umd.edu](mailto:ccurtis5@umd.edu).

**Step 2:** By November 3, submit your application form and grant request (if applying for funds;

only nonprofits organizations are eligible to apply for funding). Decisions will be sent out to organizations that applied on November 12 and position descriptions will need to be finalized by January 10. Do Good will possibly have suggestions to attract more applicants to your position description, those suggestions should be reviewed by January 10. During this time, hosts that received grant funding must also submit their required grant materials to the Do Good Institute.

**Step 3:** Students will apply to be a part of the program during January and February. They will be able to see the position description, an organization's mission statement, and the work area for each position on the Do Good Institute website. They will be able to browse all of the available Impact Intern positions and can apply for up to a maximum of five.

**Step 4:** By March 13, the Do Good Institute will conduct an initial review of written applications and provide around four to seven possible candidate matches in order for the organizations to conduct interviews with their selected finalists. Organizations should work directly with students to schedule interviews promptly once they receive finalists. In order to expedite the process, we highly recommend conducting virtual interviews. Organizations are not required to interview all of their finalist candidate pool, but they should communicate a decision with each applicant that was forwarded.

**Step 5:** Organizations must make an offer directly to the student and arrange hours and pay. It is required that all students are paid at least \$16.50 an hour for each hour that they work. Organizations should also take into account minimum wage laws and the student's level of experience, where applicable. The hiring process should be completed by May 1, at the latest.

**Step 6:** Before the start of the summer, hosts should prepare to onboard their intern(s). Hosts should remain communicative about any issues, concerns, or changes throughout the internship. There will be a chance to share midway feedback with the Do Good Institute in July. At the end of the summer, hosts will be required to complete a final survey evaluation about their intern's performance and their program experience.

The following are the key dates for our Summer 2026 program:

- **September 15, 2024:** Host Applications Open
- **November 3, 2025:** Host Applications Close
- **November 12, 2025:** Hosts Notified of Decisions
- **January 12, 2026:** DGI Opens Student Applications
- **February 9, 2026:** DGI Closes Student Applications
- **March 4, 2026:** Virtual Host Orientation Meeting
- **March 13, 2026:** Host Receives Top Candidates for Review
- **March - May:** Hosts Conducts Interviews with Select Candidates
- **May 1, 2026:** Hosts Notify DGI of Intern Offer Acceptance

### **Costs**

Each host organization is required to provide students with at least 200 hours of work over the course of their summer internship. All students must be paid at least \$16.50 an hour, either by stipend or by hourly wage. As such, the total cost of hosting an Impact Intern is at least \$3,300. The total cost could be greater if you or your student is interested in working full-time or working beyond the minimum 200 hours required. Just as you would when hiring a new employee or contractor, Impact Intern host organizations are expected to have made internal arrangements for paying their Intern before their Intern begins working. Please note that host organizations are required to cover applicable fringe costs.

Nonprofit host organizations may apply to receive funding to support their interns' salary. The Do Good Institute may grant up to \$2,200 to subsidize to registered nonprofit organizations an Impact Intern's salary. Based on applications, host organizations may receive the full or partial amount of funds requested. In order to be considered for a grant, you must fill out the following questions fully, completely, and accurately. Grant decisions will be made, and organizations will be notified when they receive an update about their application status. Payment processing is the responsibility of the host organization and must align with any necessary local and federal employment laws.

Do Good Institute financial support will be issued in the form of a grant to the organization, with the requirement that the grant be used solely to pay the Impact Intern's salary. Nonprofit organizations may host as many interns as they would like, but the maximum grant amount is \$2,200 and compensation requirements still apply to each student. Grant awards come as a check addressed to the nonprofit organization and can be expected to arrive 6-8 weeks after the confirmation of their selected Impact Intern.

### **Communication**

It is expected that host organizations will be communicative with all students that are sent to them. Every student that is sent as a match should receive a response, even if they are not being considered.

If your organization plans to wait more than 2 weeks before sending any interview invitations, the Do Good Institute requires sending a quick message to matches indicating that their application has been received and a date that they can expect a response. Similarly, the Do Good Institute requires reaching out to your accepted student(s) at least 2 weeks before their official start date with a welcome email and some basics about what to expect and how onboarding will work.

In the event that an internship start is delayed by more than 2 weeks, an intern's supervisor changes, an intern is staying on after the summer, or any other significant changes to the internship occur, it is a host's responsibility to alert the Do Good Institute as soon as possible.

In the event that a match cannot be made or you or your student discontinue participation in the program as a host for any reason you are responsible for alerting the Do Good Institute about the discontinuation immediately. If a host needs to discontinue participation, it is preferred that they alert the Do Good Institute before they receive student matches.

### **Expectations of Host Organizations & Intern Supervisors**

The Impact Interns program is intended to provide students with substantive and meaningful professional experience in social impact work, and to provide partner organizations with skilled support to increase their capacity. Characteristics of successful positions include:

**Work Plans:** The supervisor, in partnership with the intern, should design a work plan and set goals that are agreed upon by both the intern and the supervisor. Work plans can change over time, but you should have some clearly defined tasks and projects ready at the outset of the internship so that the intern can hit the ground running. Please note that this program is not intended to be used for administrative/office management support. Such duties are not to take up more than 10 percent of an intern's time.

**Main Deliverable:** While Impact Interns can assist with the day-to-day functions of the organization, to ensure a meaningful experience that allows your intern to learn and grow in

their role, we require the internship include substantial contributions to and/or leadership over specific projects or deliverables. The intent is to ensure that your intern completes the internship having made a meaningful and substantive contribution to the organization.

**Supportive Supervision:** One staff person should be the designated supervisor of the Impact Intern. The supervisor should meet virtually or in-person on a regular basis with the intern to provide feedback, explain assignments, give opportunities to ask questions, and to make sure that the intern is making appropriate progress on their work and goals for the internship.

**Work Schedule:** The supervisor and Impact Intern should develop a mutually agreeable work schedule. You should expect your intern to complete their internship obligations within the agreed upon number of hours. We recommend that supervisors solidify the schedule in an offer letter and/or contract and collect timesheets from your intern to confirm their hours.

**On-boarding:** The supervisor should conduct a formal on-boarding process to introduce the intern to staff, the work of the organization and to fully incorporate them into the organization. We recommend covering several topics including minimum and/or maximum of expected hours per week, communication expectations, history of the organization, file organization, and team structure. Impact Interns should be invited to attend staff meetings as appropriate and as their schedule allows.

**Evaluations:** The supervisor is asked to conduct an evaluation of the intern and their program experience, at the midway and at the end of the internship.

**Mentorship:** The supervisor should be willing and able to serve as a professional mentor for their intern and to facilitate the intern's networking and community exposure.

**Termination:** As a host, you may choose to end an internship early if you wish to do so. In the event that you are encountering challenges with an intern, we recommend reaching out to the Institute for support. However, if you decide that you would like to end an internship early, simply let the Institute know before terminating the student. In the case of a student discontinuation, if you received a grant award, your organization is also responsible for returning the check to the Do Good Institute at the address indicated above within 30 days of your intern's start date. If the check has been cashed or the payment has been received, you will need to issue a new check payable to the University of Maryland. Failure to do so will result in being barred from any future grant support through Impact Interns.

### **Professional Development & The Do Good Institute Offerings**

The Do Good Institute provides occasional professional development opportunities and will be hosting periodic check-ins with the Impact Intern cohort throughout the summer. Organizations should support their intern's professional growth by enabling their participation in these programs. Interns are to be paid during this time. This should not take any more than 5-6 hours over the course of the summer.

Questions? Contact Program Coordinator, Catherine Curtis at [ccurtis5@umd.edu](mailto:ccurtis5@umd.edu).