

PEP Internship Proposal Guide

This document is meant to serve as a guide for creating a PEP Internship Proposal to be submitted via the School of Information Career Development Office's online recruiting system, iTrack. The sections outlined below are the basis for the PEP Internship Template found on iTrack.

The proposal is the first step toward approval of a credit-based internship. The proposal can be developed by the mentor-only, or by both the mentor and student. The proposal MUST be submitted directly by the mentor (not the student) via iTrack.

As part of this process, we ask that you review the developed PEP Internship Proposal based on this guide with the student to ensure goals and objectives are understood and are in direct alignment with the student's academic and career goals.

Once submitted via iTrack, the proposal will be reviewed within 2-3 business days. The mentor will receive a message indicating the proposal has been approved for academic credit OR the mentor will receive a message asking for more information before the proposal can be approved. Further information on the PEP Internship Proposal submission and approval process can be found at <http://si.umich.edu/outreach/internships.htm>

Organization Information

Organization Information: Please provide a brief overview or a link to your company web site.

Proposal Information

- **Job/Internship Title:** If no formal title, please indicate Student Intern
- **Job Description:** Please provide a brief overview of the nature of the internship
- **Key Responsibility or Task 1:** Specify Goals and Objectives; Include percentage of time for each goal
- **Skills and Abilities Required/Preferred**
- **Learning Outcomes:** How will success in this internship be determined i.e. outcomes, deliverables, final product?
- **Key Responsibility or Task 2:** Specify Goals and Objectives; Include percentage of time for each goal.
- **Skills and Abilities Required/Preferred**
- **Learning Outcomes:** How will success in this internship be determined i.e. outcomes, deliverables, final product?

Hours & Pay

Students can work part-time or full-time. Typically, students participate in part-time internships throughout the academic year (fall and winter semesters) and full-time internships in the summer (May-August).

- **Internship Salary Level:** If unpaid, please indicate "unpaid"
- **Number of hours per week the student will work**
- **Number of weeks student will work**
- **Total number of hours the student will work:** List in increments of 30 hours, with a minimum of 60 hours
 - *The number of academic credits earned is based on the total number of hours worked in 30 hour increments, with a minimum of 60 hours (i.e. 60 hours (minimum), 120 hours, 180 hours, 240 hours, 300 hours, and 360 hours.) Depending on the timeframe, students can work more than 360 hours if needed.*

Mentor Guidelines & Agreement

You will be asked to agree to the following when you submit your proposal via iTrack:

During the course of an internship, students gain new insights, knowledge, experience and skills that enable them to meet the specific goals set forth in the internship proposal. Mentorship is a critical component to student learning. Because of this, we require all mentors to agree to the following guidelines/responsibilities:

- The student intern requires an on-site mentor who has at least 2-3 years experience in the field in which the student is working.
- The mentor should plan to spend one hour per week, with more hours during the first few weeks, reviewing the student's work and meeting with the student to provide advice, guidance and monitor progress toward the student's goals
- The mentor will complete an evaluation/survey at the completion of the internship describing the scope of the student's experience, accomplished tasks and an evaluation of the student's performance. We recommend that you hold an exit interview with the student to share this feedback at the end of the internship. The school will provide mentors with the survey.

If you have questions or concerns about the internship or problems with attendance, performance or other student issues throughout the term, please contact Kelly Kowatch at kkowatch@umich.edu.

The School of Information values the role our mentors play in the education of our students. We are grateful for your participation and look forward to a successful term for both you and our student.

Mentor Agreement Statement:

*I have read and agree to the Mentor Responsibilities found at <http://www.si.umich.edu/outreach/mentors.htm>. I understand that a credit-based internship is a structured, mentored, incremental learning experience and following these guidelines ensures a valuable and rewarding experience for both the student and mentor. I would be happy to serve as **Jane Doe's** mentor during her summer internship at the **Internship Organization**.*

