

## Practical Engagement Program: Mentor Responsibilities & Agreement

Every student at the School of Information must earn credits in Practical Engagement Programs (PEP) typically through internships. PEP activity is mentored as an incremental, planned learning experience.

During the course of the internship, students gain new insights, knowledge, experience and skills that enable them to meet the specific goals set forth in the internship description.

During the term, you will meet regularly with the student who will benefit from your guidance, counseling, and direction toward completion of assigned tasks. The student submits bi-weekly reports to the PEP office and a self-evaluation at the end of the internship. We recommend that you set a regular meeting time so you can review the students' progress and advise them on their work.

At the end of the semester, we, the SI Career Development Office will contact you to solicit information (via a web survey) 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 when their internship is finished.

If you have any 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](mailto:kkowatch@umich.edu).

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

Thank you!

**Kelly Kowatch**

**University of Michigan School of Information**

**Career Development Office**

*Please read the statement below. Upon submitting a PEP Internship Proposal for an SI student, you will be asked to agree to the Mentor Agreement:*

**Mentor Agreement Statement:**

*I have read and agree to the Mentor Responsibilities found here <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**.*