

Practical Engagement Program (PEP) Handbook



School of Information Career Services & Practical Engagement Program

Joanna Kroll, Senior Associate Director

Kelly Kowatch, Career Counselor

Shamille Orr, Career Services Assistant

<http://www.si.umich.edu/careers/>

Table of Contents

Overview & FAQs.....	2
The Practical Engagement Program at SI Frequently Asked Questions (FAQs)	
PEP Changes for Fall 2008 Admitted Students.....	4
Internship Requirements Summary.....	4
SI 690 versus SI 681.....	7
SI 690	
SI 681	
PEP Internship Checklist.....	9
Information for Mentors.....	10
Internship Proposal Guidelines & Sample.....	10
PEP & Your Current Job.....	13
Curricular Practical Training (CPT).....	13
PEP Credits for SI Courses: Updates as of Fall 2008.....	14
Where & How to Identify an Internship.....	16
Internship and Job Search Ethical Standards Guidelines.....	17
Other SI Career Services & PEP Resources.....	17

Overview & FAQs

The Practical Engagement Program at SI

The Practical Engagement Program (PEP) combines knowledge and skills to solve specific information problems in professional settings. PEP enables -- and requires -- you to couple what you have learned in the classroom with what you observe and experience elsewhere.

All SI students are required to gain practical experience, either through credit-based internships or through courses that have been approved for Practical Engagement.

You need to earn at least six practical engagement credits as part of your 48-credit-hour degree.

- Students who entered the program **before Fall 2008** must earn **at least six** but no more than 15 PEP credits.
- Students who entered the program **Fall 2008 or later** must earn **at least eight** but no more than 15 PEP credits.

Frequently Asked Questions (FAQs)

Who can sign up for a credit-based internship?

All SI students can receive credit for an internship if they have completed at least one semester at SI and have successfully completed SI 501. Students admitted in Winter term may request to have the 501 prerequisite waived if they can propose the immediate need to receive PEP credits in their first summer.

How many credits can I earn during a credit-based internship?

Students can earn anywhere from 1 to 6 credits for a credit-based internship in one semester. Typically, students register for 1-3 credits during the academic semester for a part-time internship. During the summer, students on average register for six credits for a full-time internship. The amount of time you spend at your internship is negotiated between you and your mentor/supervisor.

Students receive one credit hour for every 60 hours of internship work completed. Therefore, to receive two credit hours, a student must work 120 hours, which is approximately 8-10 hours per week.

How many credits can I earn through the Practical Engagement Program (PEP) while at SI?

You **MUST** earn a minimum of 6 credits if you entered the program before Fall 2008, and 8 credits if you entered the program Fall 2008 or later. The maximum amount of PEP credits you can earn is 15 credits as part of your 48 credit-hour-degree. You cannot earn more than 6 PEP credits per internship in one semester.

Where can I find out about available internship opportunities?

You can search iTrack for internships listings and for contact information of organizations you are interested in contacting about potential internships.

There are numerous resources available to you to identify internship opportunities. Set up an appointment with SI Career Services & PEP staff to learn tips, strategies and resources for seeking a credit-based internship.

What do I do if I find an interesting internship in iTrack, or identified one from another resource?

Contact SI Career Services & PEP to determine if the internship meets SI's general requirements for academic credit. Then, apply for the position just like you would for any job or internship. Credit approval is finalized

once you have secured an offer and your mentor/supervisor submits a proposal to SI Career Services & PEP .

How am I selected for a credit-based internship?

On-site mentors select and interview potential candidates.

Should I have a resume ready in order to apply for an internship?

ABSOLUTELY! Remember, you are applying for this internship just like you would for a job. It is your marketing tool. Have a letter-perfect resume ready at all times so you don't miss any opportunities. Have your resume critiqued by SI Career Services & PEP.

Can I receive pay AND academic credit for an internship?

YES! You may receive pay for a credit-based internship as long as the position meets all of the standard SI requirements and your mentor agrees to this arrangement. Pay is always negotiated between the student and the mentor. The position must be an incremental learning, mentored experience. You will not receive credit for just continuing to do a job or using the skills you already have.

After I have interviewed—and have been selected for an internship, what do I do?

Your mentor must send an internship proposal describing your job or project and confirming your hours to Joanna Kroll at jkroll@umich.edu. Once the proposal is approved, you can obtain an override from SI Career Services & PEP. A sample proposal is available on the SI Career Services web site at <https://www.si.umich.edu/outreach/mentors.htm>.

How do I enroll to receive credit an internship?

Once your internship proposal is approved by SI Career Services & PEP, you will receive an override to register for either SI 690 (immediately) or SI 681 (in August).

What is the difference between SI 690 and SI 681?

SI 690 is a course offered to SI students who participate in credit-based internships. It is offered every semester. Students register for SI 690 (for 1 to 6 credits) and pay tuition for that term.

SI 681 is a fall seminar course offered to SI students who participate in summer internships that equal or exceed 360 hours (6 PEP credits). This course was designed to help prevent financial hardship for students by allowing them to avoid summer tuition by deferring credits and registration to the fall semester.

Overrides (permission of instructor) are required to register for both SI 690 and SI 681.

How is a credit-based internship evaluated?

Both you and your mentor must submit an evaluation to SI Career Services & PEP at the end of your internship. You must also submit bi-weekly reports, work hours, bi-weekly blog entries, and a reflection to your online internship portfolio. A pass/fail grade is assigned based on fulfilling these requirements.

I've been offered a 6 month internship. Can I take it? How many credits can I receive?

There are some organizations that only offer 6 -month internships (June-December). We do not encourage students to participate in 6 month internships as it would require you to take off an entire semester of courses, therefore, potentially delaying your graduation date considerably. If you are offered a 6 month internship, we do ask that you consult with SI Career Services & PEP staff AND SI Academic Advising to map out your plan of action before acceptance. The maximum amount of credits you can receive for a 6 month internship is 6 credits.

Who tracks my PEP credits?

You do! All students are responsible for tracking their own PEP credits. Students should track PEP credits based on the PEP courses listed on your TAPS sheets.

What happens if I go over the 15 PEP credit maximum?

You will not receive credit for any PEP credits that go over the 15 credit maximum allotment. All students are responsible for keeping track of their PEP credits to insure you stay at or below the PEP credit range. That is why it is important to plan and keep your TAPS sheets updated every semester.

PEP Changes for Fall 2008 Admitted Students

The SI Curriculum Committee (consisting of several faculty and two MSI students) reviewed the allocation of PEP credits to SI classes and subsequently adjusted the way PEP credits are allocated. This has resulted in the number of PEP credits that will be received for particular classes. The complete policy statement and rationale will be made available in the future on the SI intranet for student access. The purpose of the review and the change was to create greater clarity, consistency, and fairness in the allocation of PEP credits for courses. Remember that PEP credits are a way to indicate which of your 48 academic credits also meet requirements for Practical Engagement. They do not add academic credits; they earmark which academic credits have a strong experiential focus.

Note that the guidelines related to PEP internships via SI 690 and SI 681 remains unchanged.

Important points to note about the new policy:

- Only new students entering in Fall 2008 will be held in full to the new policy.
- Students who started at SI prior to Fall 2008 will not be impacted by any reductions in PEP credits for classes, but will receive additional PEP credits for classes where the PEP credits have been increased for classes they take in Fall 2008 or thereafter.
- Students who started before Fall 2008 will continue to be required to have a minimum of 6 PEP credits as part of their 48 credit degree program, with a maximum of 15 PEP credits allowed.
- PEP credits will not be changed retroactively. Thus, PEP credits will not be altered for courses taken before Fall 2008.

Internship Requirements Summary

This summary is meant to inform you of the key components and requirements to receive PEP credit for an internship.

The goal of the following requirements to receive PEP credits for your internship experience is to structure a program that will provide a valuable, consistent, meaningful learning experience for all students who are interested in gaining practical experience.

The student is responsible for discussing terms of employment, including pay, with the mentor/employers before starting his or her internship.

5 SI CAREER SERVICES & PRACTICAL ENGAGEMENT PROGRAM

Eligibility	Academic Credit
Retroactive Credit	Mentors
Proposal	Registering
Monitoring	Bi-weekly Reports
Information about Yourself and Your Mentor	Final Student Reflections
Artifacts	Public Portfolio
Mentor Evaluation	Grading

Eligibility

Students are eligible to receive PEP credit through internships only after they have completed one term of study at the School of Information AND after they have completed SI 501. Students admitted in Winter term may request to have the SI 501 prerequisite waived if they can propose the immediate need to receive PEP credits in their first summer. These students can still complete valuable internships in their first summer. (Remember that you will have a second summer to receive credit).

Academic Credit

One credit hour is granted for each 60 hours of work completed in your internship per term.

60 hours = 1 credit	240 hours = 4 credits
120 hours = 2 credits	300 hours = 5 credits
300 hours = 5 credits	360 hours = 6 credits

To encourage diversity of experience, you may not receive more than 6 hours of credit at a single internship placement. You may receive a maximum of 15 credits through multiple internships while at SI.

Retroactive Credit

One of the core requirements of a credit-based internship at SI is that it is a closely monitored reflective learning experience; therefore, PEP credit cannot be granted retroactively for work already completed. Credits will only be granted for internships that have approval in advance and involvement throughout from SI Career Services & PEP.

The Mentor

The internship host organization must provide a professional, on-site mentor who will work closely with you and SI Career Services & PEP. The school expects the mentor to have at least 2-3 years of experience in the nature of the work an intern would be doing. Because the mentor acts as a teacher to you, the mentor must have a greater knowledge than you do in the area in which you will be working. SI Career Services & PEP provides mentors with guidelines and requirements. Each mentor must agree to the SI Mentor Agreement Guidelines before a proposal is approved.

The Proposal

The mentor must submit a proposal to Joanna Kroll, Senior Associate Director of SI Career Services & PEP, at jckroll@umich.edu. The proposal should outline project objectives and the student's learning objectives. A

sample proposal is available on the SI web site at <https://www.si.umich.edu/outreach/mentors.htm>. The mentor must email the proposal to Joanna Kroll before the student commences work.

Registering

Through SI Career Services & PEP, students must register for credit-based internships. The Senior Associate Director must approve an override in order for a student to register for an internship (SI 690 or SI 681).

PEP Internship Portfolio (ePortfolio)

As part of the experiential learning process, students are required to complete an ePortfolio as a way to reflect upon and make sense of their internship experience. SI Career Services & PEP monitors students' hours and progress through the ePortfolio as well. Completed ePortfolios are required to receive a satisfactory grade.

- **Bi-Weekly Reports**

You will be required to submit a report of your activities and progress through the internship ePortfolio site on the SI Intranet every two weeks. The reports must include the number of hours you worked and one or more paragraphs describing your activities for the prior two weeks, insights gained, and relationships between coursework done at SI and the work you are doing in your internship. Reports are confidential. Mentors do not have access to your reports.

- **Information About You and Your Organization**

Please edit the information about you and your organization including your Project Objectives (what you are to accomplish in your internship) and your Learning Objectives (what you are to learn in this internship). You are also asked to provide us information about your mentor so SI Career Services & PEP can contact him or her.

- **Artifacts**

You are required to upload at least two artifacts from your experience. This can be a photograph of you, your mentor, your workplace, etc., or a report you wrote for the internship or any other type of digital multimedia that may provide a visual or audio story or snippet of your internship experience. Be creative and fun! If you are concerned about confidential artifacts, please consult with your mentor to ensure compliance with organizational confidentiality and privacy compliance policies.

- **The Blog**

There is a blog for students to submit a bi-weekly blog entry or comment per week. The blog is a shared group discussion with your SI peers that are participating in internships during the same semester.

- **Final Student Reflections**

By the end of the term, you must submit a Reflection through the internship ePortfolio. The report should discuss the quality and value of the internship experience; the quality of the mentoring received; if SI course work was relevant or valuable to the internship; if the particular placement should be recommended to other SI students; and if the experience has influenced (negatively or positively) your career goals.

Monitoring

SI Career Services & PEP will contact your internship mentor during the semester to discuss your work and progress. Both you and the mentor are encouraged to contact SI Career Services & PEP with any concerns throughout the internship.

Mentor Evaluation

At the end of the semester, SI Career Services & PEP contacts your internship mentor to submit via email a written evaluation of your work. The evaluation should include an assessment of your progress and work.

Grading

Upon completion of all internship requirements, a grade of “S” (satisfactory) or “U” (unsatisfactory) will be assigned by the Senior Associate Director of Career Services & PEP.

The Public Portfolio

We want to showcase all of the cool internships SI students obtain. New this year is a requirement that you fill out a Public Portfolio that will be rotated through on the SI web pages. This is a brief site (one screen shot) that includes your organization name, URL, your project objectives, your learning objectives, an image or two and the project outcomes. See a sample here <http://www.si.umich.edu/careers/internships.htm>

The form can be found at <http://www.si.umich.edu/intranet/students/dfe-projects>

We recommend that you show the portfolio to your mentor ahead of time to insure you are not violating any organizational confidentiality policies.

SI 690 versus SI 681

SI 690

SI 690 is a course offered throughout the year for students who complete a part-time PEP internship (1 to 6 credits). Typically, SI students register for SI 690 during the Fall and Winter terms for part-time internships. Students do have the option to register for SI 690 for a part-time summer internship (1 to 6 credits). Summer tuition is associated with this option.

SI 681

SI 681 is a course offered to SI master’s students who:

- Complete a full-time summer internship of at least 360 hours of work (1 credit = 60 hours of work; therefore, 6 credits = 360 hours of work).
- Complete two part-time summer internships where the combined hours equal or exceed 360 hours of work (6 credits).

The School of Information recognizes that for some students, paying for 6 hours of academic credit during the Spring/Summer terms would cause financial hardship. Therefore, the School, under the rules set by Rackham Graduate School, has made special arrangements for this course. Rackham requires a reflective piece of some type to be completed during the term in which you are enrolled (SI 681 Fall Seminar/SI@Work). Think of it like borrowing money—this option requires you to pay interest for the privilege of deferring your tuition payment.

You must enroll in SI 681 in the fall immediately following the summer you work. You do not have to enroll in SI 681. You may choose to enroll in SI 690 during the spring/summer term while you are actually working; however, you would be required to pay tuition during that term. You may also choose to complete a summer internship, but not receive credit. If you do not need the PEP credits, you do not need to register for SI 681 or SI 690. The internship will still be a valuable learning experience that you can put on your resume—whether

you receive credit for it or not.

For SI 681, you will need to submit all of the same paperwork as a student enrolled in SI 690: a proposal, bi-weekly reports, bi-weekly blog submissions, and final reflection.

You will register for SI 681 in August, and attend one class session in September to help you develop a final presentation.

SI 681 earns you 6 PEP credits toward your 48 credit hour MSI degree.

PEP Internship Checklist (applicable to SI 690 or SI 681)

Before you start your internship:

_____ Have your mentor submit an internship proposal to Joanna Kroll at jkrroll@umich.edu for approval BEFORE you begin your internship. TO RECEIVE CREDIT FOR YOUR INTERNSHIP, SI CAREER SERVICES & PEP MUST APPROVE THE PROPOSAL FIRST. For a sample proposal, go to <http://www.si.umich.edu/outreach/mentors.htm>. Note that internship hours cannot be counted retroactively.

_____ Receive an email from Joanna Kroll stating that your internship has been approved for credit. This normally takes one to two business days. You will receive instructions for the override.

_____ SI 690: Register for SI 690 in Wolverine Access after receiving notice of your override OR

_____ SI 681: You will register in August upon receiving an override from Shamille Orr.

_____ Receive an email providing you with your online internship portfolio (ePortfolio) site login. Through this web site you will submit bi-weekly reports throughout your internship. Login to the site and complete the registration information. (If you are registered for SI 681 with two internships, you will have two internship ePortfolio sites).

During your internship:

_____ Submit bi-weekly reports throughout your internship to the ePortfolio site at <http://www.si.umich.edu/ipl/dfe/>

_____ Participate in the student blog at least once a week through the ePortfolio site.

_____ Upload some “artifacts” from your experience. These can be images, audio clips, video clips, documents, etc. Be creative!

Upon completion of your internship:

_____ Create a Public Portfolio at <https://www.si.umich.edu/intranet/students/dfe-projects/> showcasing your internship. For examples, see <http://www.si.umich.edu/careers/internships.htm>.

_____ Submit your reflection/evaluation through the ePortfolio site.

_____ Complete the SI Internship Survey.

_____ Your mentor will be asked to submit a final evaluation via email to SI Career Services & PEP.

_____ For SI 681 Students, participate in the Fall PEP/Career Development seminar and SI@Work.

Information for Mentors

The University of Michigan School of Information has a long history of providing students with opportunities to go out and work with professionals in mentored learning experiences/ internships. We are so committed to this idea that we make it a requirement for all students in our Master's degree program. Employers like you can make a difference in a student's career choices and future, while at the same time, receiving professional graduate level cutting-edge knowledge, hard work and enthusiasm from our students.

Work/Academic Goals & Objectives

- Goals and objectives for the student's internship are created by the mentor and the student and reviewed by the school. This proposal is the basis for the student's learning experience/ internship with your organization.

Mentorship Requirements

- The student requires an on-site mentor who has at least three years experience in the field in which the student is working. The mentor will need to spend some time reviewing the student's work and meeting with the student to provide advice and monitor progress towards the established goals. Mentors should plan to spend at least one hour per week with the student.

Acceptable Types of Work

- The work is related to what is taught at the School of Information and is at an appropriate level of professionalism for master's students (clerical and administrative work does not qualify). Work must be practical-based, or applied. Work that is research-based only will not qualify. Work must provide student interns with a perspective outside of the School of Information. Student interns should be provided with the opportunity to network and have contact with external constituents for more than 50 percent of their time (this is important to note for students interning with SI faculty).

Hours and Pay

- Students can work part-time or full-time in increments of 60 hours per term. If the internship is unpaid, please let the student know early in your discussions about the opportunity. Pay and work schedule is negotiated between mentors and the students.

Learning Outcomes/Evaluation

- Mentors are required to submit an evaluation of the student's performance and learning outcomes upon completion of the internship.

Examples of Successful Internships

- Reference, cataloging or collection work at a library
Digitizing collections
Policy research and development
Survey development and deployment
Web design/development
Usability evaluation
Technology instruction...and many more!

To post an internship with no specific student in mind, you can post it on iTrack, SI's online recruitment system, located at <http://www.si.umich.edu/careers/itrack.htm>. Please select "Internship" as the work type.. Your posting will be reviewed and you will be informed if it has been approved via email. Otherwise, we will contact you for more details or clarification.

Once you have identified a student for your internship, email a proposal to Joanna Kroll at jckroll@umich.edu. Samples are available at <http://www.si.umich.edu/outreach/mentors.htm>

Internship Proposal Guidelines & Sample

The proposal is the first step toward the approval of a credit-based Internship. The proposal can be devised by the mentor only, or by both the mentor and student.

The proposal must be sent by the mentor to Joanna Kroll, Senior Associate Director of Career Services & Practical Engagement, at jckroll@umich.edu.

A proposal for an internship should include:

- A description of the job
- Projects and/or major areas of responsibility
- Work/academic goals and objectives
- The percentage of time to be spent on these objectives
- How the objectives will be accomplished and evaluated
- The number of hours per week the student will work (*Students can work part-time or full-time in increments of 60 hours per term—60 hours being the minimum amount a student can work in one semester in order to receive credit.*)
- Mentor Agreement

Sample PEP Internship Proposal

Job Description:

As the intern for the Internet Coordinator of the County, Jane Doe will enhance her professional and academic goals by working for the county this summer. Jane will engage in projects that are vital to the effective presence of the county's web site and other local government web sites. She will specifically complete two major projects:

Projects and/or major areas of responsibility:

1. Project/Responsibility:

Conduct a usability review of local government web sites and conduct consultations with local government staff to present findings and make recommendations.

Work/academic goal & objective (percentage of time):

Work with governmental and community organizations in creation of websites to be hosted by the County. (60%)

How the objective will be accomplished and evaluated:

Student will meet with organizations to assess their current needs and communicate options available to them. Student will then work with the organizations to implement the site and provide training and support for the continued maintenance of the sites.

Student will learn how to coordinate and communicate with groups in the planning and initial implementation stages of establishing a web presence. Student will learn to provide instruction in the content management system to individuals.

The evaluation of the student's accomplishment of the goals will be based on the quality of communication with organizations and their satisfaction with services provided.

2. Project/Responsibility:

Analyze all sections of the county web site and make recommendations for improvement.

Work/academic goal and objective (percentage of time):

Perform department web content reviews. (40%)

How the objective will be accomplished and evaluated:

The student will evaluate the current content and usage of departmental websites and suggest changes that would improve customer service.

The student will gain knowledge of a new Content Management System and constructive methods of communicating with departments. The student will be trained in the use of the system and methods of evaluation.

The evaluation of the student's accomplishment of this goal will be based on the quality and effectiveness of the suggested changes and interactions, and coordination with other staff.

Number of hours per week the student will work: 10

Total number of hours: 120

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 SI Career Services & PEP 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, you will be sent you a brief survey/evaluation to rate and describe 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 Joanna Kroll at jckroll@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 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.

Name

Date

PEP & Your Current Job

In some cases, it may be possible to receive PEP credit at your regular, current place of employment.

- Your current work may be considered for PEP credit if it meets the following criteria:
- The scope of the work must be outside of the realm of your regular employment responsibilities.
- Project/work tasks must be clearly delineated and separate from regular employment responsibilities.
- The proposed on-site mentor must be someone other than your regular supervisor.
- The work being done is related to what is taught at the School of Information.
- The work is at an appropriate level of professionalism.
- There are one or more learning outcomes to the student's work that can be stated at the outset of the internship and evaluated.
- Proposed internships must meet all the standard criteria set forth by SI Career Services & PEP.

(To encourage diversity of experience, you may not receive more than 6 hours of credit at a single internship placement.)

SI Career Services & PEP may approve such projects/work for PEP credit on a case-by-case basis.

Curricular Practical Training (CPT)

Federal law requires international students holding F-1 visa status to be registered for a CPT-approved course during the term they are performing their Curricular Practical Training (CPT). At the School of Information, credit-based internships (SI 690 or SI 681) meet CPT guidelines.

CPT is required if you are working in a paid position that is located off campus. CPT is not required if you are working on campus. CPT is available only *prior to* the completion of your degree program and you *must* have a job/internship offer at the time of application

SI 690 is approved by the University Registrar as a CPT course. Therefore, students enrolling in SI 690 at any time of the year are enrolling in a CPT-eligible course.

The School of Information offers another option to students who receive only four terms of funding and who would find it a hardship to pay part-time tuition during a term when they are not taking a full course load, such as Spring/Summer. This option, SI 681, allows the student to complete a full-time internship during the Spring/Summer term, and subsequently enroll in SI 681 during the fall immediately following. The student must complete all of the same requirements as SI 690 and then attend one fall seminar, and participate in the Fall PEP/Career Development seminar and SI@Work.

For more information about CPT see the International Center's web page at http://internationalcenter.umich.edu/immig/fvisa/f_cpt.html

As soon as you receive an internship offer, contact Joanna Kroll at jckroll@umich.edu for PEP credit approval. See the PEP: Internship Checklist section for more information on the steps to receive PEP credit for your internship. SI Career Services & PEP will also need a copy of the offer letter on the organization's letterhead. You will then receive an override to register for either SI 690 or SI 681 (full-time Spring/Summer only).

Once your internship is approved for PEP credit, SI Career Services & PEP will provide you with a packet

of materials that you will need to start the CPT process. This process can take up to two weeks. Keep that timeframe in mind as you are doing your search and determining your internship start date. Be sure that you factor in this waiting time period and give yourself enough time.

In order to comply with federal law, you must do one of the following to obtain an off-campus summer internship:

690 OPTION:

Submit internship proposal to Joanna Kroll at jckroll@umich.edu. After the proposal has been approved...

- Enroll in SI 690 for the Spring/Summer term for 1 to 6 credits
- Visit the International Center to start the CPT process
- Pay Spring/Summer tuition
- Participate in your internship and fulfill your internship requirements: submit reports, blog, and evaluations as established by SI Career Services & PEP
- Receive credit for your internship at the end of the Spring/Summer term

681 OPTION:

Submit internship proposal to Joanna Kroll at jckroll@umich.edu. After the proposal has been approved...

- Enroll in SI 681 for 6 credits for the fall term
- Visit the International Center to start the CPT process
- Participate in your Spring/Summer internship and fulfill your internship requirements: submit reports, blog and evaluations as established by SI Career Services & PEP
- Attend the 681 Fall seminar and participate in SI@Work in October
- Receive credit for your internship at the end of the Fall term

PEP Credits for SI Courses: Updates as of Fall 2008

PEP credits can be earned in two ways: designated courses or internships. SI courses that regularly have an assignment requiring practical engagement work may be assigned PEP credits. PEP credits are only awarded to courses once they appear on this official list and are on the list during the term the student takes the course. PEP credits cannot be awarded retroactively.

Students who entered SI previous to Fall 2008, are required to earn at least 6 PEP credits as part of their 48 credit MSI degree. Students can earn up to a maximum of 15 PEP credits as part of their MSI degree.

NEW! Effective for students entering in Fall 2008, the PEP credit requirement has changed. Students who enter SI in Fall 2008 are required to earn at least 8 PEP credits as part of their 48 credit MSI degree. The 15 PEP credit maximum remains the same.

PLEASE NOTE: Because some PEP courses are no longer offered or the PEP status of a course may change, students should track PEP credits based on the PEP courses listed on your TAPS sheets for the term that you entered SI.

PEP credits are a way to indicate which of your 48 academic credits also meet requirements for Practical Engagement. They do not add academic credits.

The following are current SI courses that have PEP credit allocations:

Course	Name	Prior PEP Credits Allocation	New PEP Credits Allocation
501	Contextual Inquiry & Project Management (Previously Use of Information)	1	3
572 (Previously 654)	Database Application Design	1	2
596	Practical Engagement Workshop: Digital Librarianship (Internet Public Library)	3	1
599/699	Practical Engagement Workshop: Information Technologies in Small Nonprofit Organizations	3	3
622	Evaluation of Systems and Services	1	0
623	Outcome-Based Evaluations of Programs & Services	1	1
631	Content Management Systems-CMS Projects	3	3
649	Information Visualization	1	2
681	Internship/Field Experience & Seminar in Practical Engagement	6 arranged with SI Career Services & PEP	6 arranged with SI Career Services & PEP
682	Interface & Interaction Design	1	2
689	Computer Supported Cooperative Work	1	0
690	Internship/Field Experience	1-6 arranged with SI Career Services & PEP	1-6 arranged with SI Career Services & PEP
692	Practical Engagement Workshop in Archives & Records Mgmt.	3	3

The following are **previously offered PEP courses**. They currently are no longer offered.

Course	Name	PEP Credits Allocation
593/693	Rapid Response Informatics	3
595/695	Cultural Heritage Workshop	1-3 Arranged with Instructor
598/698	Dot. Org Incubator	2-3
632	Appraisal of Archives	3
640	Multi-Media Production	1
655	Management of Electronic Records	1
696	Practical Engagement Workshop: Digital Librarianship (Internet Public Library)	3

Note: Only instructors may petition SI Career Services & PEP to apply for PEP credits for their courses. The assignment must meet all PEP requirements, require at least 60 hours of work per individual students and must be a routine part of the course. SI Career Services & PEP then takes the course before the curriculum committee with a recommendation. PEP credits are only awarded for the course the term after the curriculum committee has approved the course.

Where & How to Identify an Internship

iTrack

SI maintains a large database of full-time jobs and internships. Even if it is not listed as an internship, use the contact information to connect with a company of interest to inquire about internship opportunities.

Your Peers

Find out where other SI students have done internships. You can view the Public Portfolios of the past several years of PEP Internships at <http://si.umich.edu/careers/internships.htm> and learn where current and former SI students have found internships. Talk to classmates about their internships and get contact information to start your search. These students have already paved the way for you—they are wonderful resources! Viewing the SI@Work presentations on the SI Intranet is another way to learn about the exciting, substantial internships SI students are obtaining (See the SI Intranet: SI@Work Internship Presentations.)

Listservs

Join listservs that are relevant to your career interest. Options include CHIJOBS, LIBJOBS, Nonprofit Tech Jobs, LISJOBS.com, SIGCHI, American Library Association, Society of American Archivists, Special Libraries Association, and many more. Identify a professional organization that is a good fit for your career interests and subscribe to the listserv. Listservs are a great way to immerse yourself in the professional community and to learn about job and internship opportunities. Identifying relevant job postings can be a great starting point for inquiring about potential internships—use the contacts wisely!

Various Job Posting Websites

Go to the Career Services web site for links to many great job posting sites <http://www.si.umich.edu/careers/online-resources.htm>. Professional organization sites are a great resource as well. You can find internship postings on these sites as well. Remember, if you see an organization of interest has posted a job, contact them directly to inquire about a potential internship!

Other UM Resources

- Business School recruitment system, iMpat. This is available to SI students for a small fee. Robust database of contacts for consulting and IT industry.
- The Career Center recruitment system, Career Center Connector. Many organizations relevant to SI recruit through this system for graduate-level internships each year.

Meet with SI Career Services & PEP Staff

Make an appointment for advice and counseling on your internship search and to discuss effective strategies for obtaining an internship.

REMEMBER: Once you have identified an internship, you MUST contact SI Career Services & PEP at jckroll@umich.edu to get approval to receive PEP credit.

Internship and Job Search Ethical Standards Guidelines

These guidelines conform to accepted standards of conduct for job/internship search candidates. The University of Michigan School of Information prides itself on a positive reputation among its employers, and we take pride in our students presenting themselves in a professional manner. If you plan to work with SI Career Services staff/resources and participate in the Practical Engagement Program, we expect students to follow these guidelines.

In an effort to create trusting, positive, lasting partnerships with employers, SI Career Services & PEP asks that all SI students are aware of and abide by standard internship and job search ethical practices:

1. Students should not renege on the commitment or acceptance of an internship or job. If you are participating in a PEP internship and find yourself in a position where you **MUST** leave your internship, you should contact SI Career Services & PEP for a consultation first. If it is decided that it is in your best interest to leave your internship, you should always provide the standard two week notice to your employer.
2. Honor an accepted job/internship offer as a contractual agreement. Upon accepting a position, students should cancel any previously arranged interviews with other employers, and withdraw all outstanding applications from consideration.

Continuing to interview after accepting an offer or staying active in the selection process, or renegeing on an accepted offer, is unethical.

Other SI Career Services & PEP Resources

SI Career Services Internship & Job Search Resource Guide

Available at http://si.umich.edu/careers/docs/SI_Career_Services_Guide.pdf or from any SI Careers Services & PEP Staff member.

SI Career Services Resume and Cover Letter Writing Guide

Available at http://si.umich.edu/careers/docs/SI_Career_Resume_CL_Guide.pdf or from any SI Career Services & PEP Staff member.

Employment Resources by Specialization

- Archives and Records Management
- Community Informatics
- Human-Computer Interaction
- Incentive-Centered Design
- Information Analysis and Retrieval
- Information Policy (Information Economics, Policy, and Management)
- Library and Information Services
- K-12 School Media
- Preservation of Information
- Social Computing

Available at <http://si.umich.edu/careers/online-resources.htm> or you can add resources or comments about the above resources at the KnowSI Wiki at <http://siwiki.wetpaint.com/?t=anon>

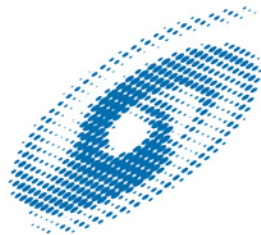
SI Career Services & Practical Engagement Program Contact Information

Questions? Interested in discussing your internship or job search strategy?
Contact your SI Career Services and Practical Engagement Program Staff:

Joanna Kroll
Senior Associate Director of Career Services & Practical Engagement Program
404D West Hall
(734) 615-8294
jckroll@umich.edu

Kelly Kowatch
Career Counselor
402 West Hall
(734) 936-8735
kkowatch@umich.edu

Shamille Orr
Career Services Assistant
406 West Hall
(734) 647-7650
shamille@umich.edu



SCHOOL OF INFORMATION
UNIVERSITY OF MICHIGAN