Mentors can utilize the information found below to serve as a guide for creating a Practical Engagement Proposal (PEP) Internship Proposal to be submitted via the Career Development Office’s online recruiting system, iTrack.

The proposal is the first step toward approval of a credit-based internship. As part of this process, we ask that you jointly develop the PEP Internship Proposal with the student and share with them a final version before submission for approval. The Proposal should be based on this guide to ensure goals and objectives are understood and are in direct alignment with the student’s academic and career goals.

The proposal must be submitted directly by the mentor via iTrack. Instructions will be provided to the mentor after the student has informed the Career Development Office of accepting an internship offer. Once submitted via iTrack, the proposal will be reviewed within two to three business days. Following review, the mentor will receive a message indicating the proposal has been approved for academic credit a request asking for more information before the proposal can be approved.

The sections outlined below, with example information, are the basis for the PEP Internship Template found on iTrack [http://si.umich.edu/careers/post-job-itrack](http://si.umich.edu/careers/post-job-itrack)

### Organization information
- **Employer/Organization:** Sample Company
- **Department:** Information Services
- **Organization information:** (provide company information or web url)
- **Mentor name:** Thomas Jones
- **Mentor title:** Manager of Information Services
- **Mentor email address:** Thomas.jones@samplecompany.com
- **Mentor phone number:** (555) 555-5555
- **Mentor address:** 1234 Sample Organization Parkway, Ann Arbor, MI 48109
- **Mentor’s years of relevant experience:** 10 years

### Student-Intern information
- **PEP Proposal title:** Jane Doe – PEP Proposal
- **SI student name:** Jane Doe
Student email address: janedoe@umich.edu

Internship title: Information Management Student Intern

Job description (form will autofill if based on a previously posted position): The intern will to create a holistic strategy and various systems to manage information about our organizations’ constituents. The organization wants to connect efficiently to its several thousand contacts, including clients, friends and family. Doing so will help our organization strengthen its programs and cultivate its donor base. This project will involve minimizing or eliminating duplicative processes, making data formatting more consistent and complete across the organization, and developing solutions to keep data up-to-date. These processes should be user-friendly and not require excessive staff time to maintain.

Internship salary: $20 per hour

Internship location: Ann Arbor, Michigan, United States

Will you be mentoring this student remotely? Yes / No

If you are mentoring the student remotely, please indicate how you plan to adhere to the Mentor Agreement Guidelines: We will develop a shared mentor/intern work plan, holding meetings at least once a week with the student via conference call and web meeting to review project progress and provide mentorship; and through close ongoing communication through email and phone during the course of the project.

Project/Responsibility 1 (Required)

Key responsibility or task 1 (Specify goals and objectives; include percentage of time for each goal): The intern will develop a strategy for organizing data that facilitates our organization’s outreach activities to teens, alumni, parents and donors, while being responsive to staff skills and preferences for particular IT tools. (35% of time) The intern will create data management recommendations to simplify data sharing among our organization’s various departments and IT resources (e.g., should email addresses first be entered into Excel, Vertical Response, or the Donor Database? How and how often should it be updated to the other IT resources?). (30% of time)

Skills and abilities required/preferred: Previous experience with data management, knowledge of data management best practices, sensitivity to organizational restraints/preferences, previous experience with project management, previous experience working with non-profits.

Learning outcomes (How will success in this internship be determined i.e. outcomes, deliverables, final product?): The intern will achieve success by strategizing and then deciding on a method/system for managing internal data. She will create a report that includes key findings and recommendations on what systems should be used to manage data.

Project/Responsibility 2 (Optional)

Key Responsibility or Task 2: Develop a uniform set of data fields that supports the work of our organization’s program managers and development officers alike. Ensure the organization will
use these recommendations by being responsive to staff interests, making processes user-friendly and providing training to staff and volunteers. (25% of time). Oversee the compilation of a comprehensive data set of teens, alumni, parents, and donors to our organization, including entering all paper records, using the prescribed IT tools with the help of NZ staff and volunteers. (10% of time)

**Skills and Abilities Required/Preferred:** Previous experience with data management, knowledge of data management best practices, sensitivity to organizational restraints/preferences, previous experience with project management, previous experience working with non-profits.

**Learning Outcomes:** The intern will achieve success by developing data organization strategies and implementing data organization standards within the organization. She will successfully train staff to use these standards and/or new technologies and will help the organization enter new records.

**Hours**

Note that students must work a minimum of 60 hours for the semester to receive 1 PEP credit. (Credits are awarded in 30 hour increments with a minimum of 1 PEP Credit/60 hours and a maximum of 6 PEP credits/360 or more hours.)

- **Approximate hours to be worked per week:** 25
- **Number of weeks that the student will work:** 15
- **Total number of hours to be worked during the internship:** 375
- **Anticipated start date:** May 16, 2011
- **Anticipated end date:** August 16, 2011

**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 listed above. 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 have reviewed the proposal with the student. Student has agreed to the terms set forth in this proposal.