



2013-2014 Internship Guidelines

Program procedures for the summer internship

1. The Program will collect resumes from all students, following a standard template.
2. The Program will contact firms and other employers about employing summer interns, and will provide students with a list of those firms.
3. Students will report any travel or living arrangement constraints to the Program at the time of the winter term internship meeting (usually late January).
4. The program will send student resumes to potential employers. Students may initiate contact with other employers themselves, but they should discuss the nature of the employer with the Program Director first to avoid difficulty later (see process below). All summer internships must be survey methodology related.
5. Potential employers will contact students directly.
6. Students must notify the Program when they have accepted an internship position so that the Program can contact the firm to thank them. Students must provide the program with information about the internship start and end dates, the location of employment, and contact information for your direct supervisor.
7. Because work space is reassigned each summer and each fall, students should remove personal belongings from the space they currently occupy within the Survey Methodology Program within ISR prior to the first day of the internship.
8. The Program expects employers to pay fair compensation for at least 10 weeks of full-time (40 hours per week) work.
9. Students must complete and submit a written report to the Program Director within two weeks of completion of the internship. The report will be placed in the student's file as part of the internship requirement. The report should be 3-5 pages, double spaced, 12 point font, 1" margins. The report should not be in question/answer format but a written paper addressing all of the necessary details including the following:
 - a. A brief description of the research project or projects in which the intern was involved, including the intern's role in the project(s), the length of the project, and the areas of survey methodology (design, sampling, mode, analysis, etc.).
 - b. The role played by a supervisor in the organization and the nature of the supervision received.
 - c. The kind of scientific contribution made to the company or employer, how well the intern fit into the corporate culture, and whether compensation for the level of work was appropriate.
 - d. Whether the intern would be interested in working for this company after graduation and an assessment of the company's interest in hiring the intern after graduation.
 - e. Recommendations to the Program to prepare students for internships.
10. Students initiating contact with firms must check the suitability of the potential work with the Program Director in advance of making final arrangements for employment. The student is responsible for sending a resume to the employer, negotiating wage rate, keeping the Program informed about contacts and decision.

Guidelines for employers

1. The internship is an opportunity for employers to have a talented, motivated individual work on a short term basis on a variety of tasks and to contribute to the practical education of someone who will one day work in survey methodology.
2. Internships work best if a supervisor or mentor is assigned from the beginning. The person assigned to supervise or guide the work should be available throughout the internship, or be able to provide a substitute when away from the office.
3. Internships are varied across employers, and may involve, but are not necessarily limited to, any of the following kinds of activities:
 - a. Single project from beginning to end
 - b. Several projects
 - c. A special task not related to an on-going project
 - d. Student involvement in a project with clients, including preparing reports
 - e. Student assigned to a group within the organization that is involved with a survey function (sampling, etc.)
 - f. Student assigned to work across various functions (sampling, data collection, data analysis, etc.)
4. Student interns are required to provide a written evaluation of their internship experience (see description above).
5. Students are required to work at least 400 hours. Typically the work is over at least a 10 week period of full-time employment, but other arrangements (part-time work over longer periods, for example) are acceptable.
6. Student interns are already professionals in survey methodology. Fair compensation for their work is essential. A wage rate is a matter to be determined between the employer and the intern before work begins. For employer information, students employed on research projects at the Institute for Social Research earn anywhere from \$16 to \$20 per hour. However, the wage rate for a particular summer intern is a matter between the employer and the student, and will vary depending on such factors as the nature of the work and the local cost of living.

Guidelines for students

1. Attend fall term internship session which includes second year student internship presentations.
2. Attend the January PSM internship meeting with the program director and coordinator.
2. If you are an international student, before leaving Ann Arbor resolve all visa issues concerning employment off campus.
3. Communicate with employer in advance of start date regarding the following:
 - a. Hours, start and end times
 - b. Pay and fringes
 - c. Lunches, breaks
 - d. Dress code/appropriate attire
 - e. Expectations for the kinds of projects you may work on
4. Plan for housing needs by checking the internet and communicating with employers for referrals regarding housing possibilities.
5. Maintain high standards of professional behavior during the internship, such as being on time for work and for meetings, working consistently throughout the day, being proactive and asking for assignments during slow periods, demonstrating initiative, and so on.
6. Have fun! Learn about the employer's culture, research being conducted that you're not involved in, how the employer is organized, what employees think about the firm and work in a research setting, and the local community. Ask lots of questions. Arrange to meet your mentor, and others, or join them for lunch.
7. Participate in PSM internship feedback and presentation meeting in September.