

Frequently asked Questions about Internship Requirement

1. How long are we required to work at this internship, and is the amount of time flexible so that we can stay longer?

Minimum internship is 400 hours or 10 weeks at 40 hours per week. If the organization you have secured your internship with is willing, you can stay on for longer.

2. How much can we expect to be paid for our work?

We inform potential employers that as a student research assistant, you will earn between \$16 and \$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.

3. Approximately how many hours per week will we work?

Student interns should plan to work 40 hours per week for 10 weeks, minimum.

4. How does the process of securing an internship work? (i.e. What am I responsible for and what is the program responsible for, etc)

- The Program will collect resumes from all students and contact firms with whom there is potential need for interns.
- Students may initiate contact with other employers but should discuss the nature of the internship with the Program Director to avoid difficulty later. In these instances, the student is responsible for sending a resume, negotiating wage rate, keeping the Program informed about contacts and decision.
- Potential employers contacted by the Program will be instructed to contact students directly.
- Students should notify the Program when they have accepted an internship position and include the following information: start and end dates, location of employment, name of direct supervisor.

5. When should I know where I will be working?

Students should have an internship secured by early April. Timing for acceptance of an internship must take into consideration the possible need to secure housing if the internship requires relocation outside of Ann Arbor.

6. Who is responsible for coordinating living arrangements if I will be working elsewhere? If it is my responsibility, will I have guidance, help, suggestions, etc?

Each student is responsible for coordinating their own living arrangements if they choose an internship outside of Ann Arbor. Guidance and suggestions can be obtained by both the potential employer and Program in Survey Methodology staff.

7. Who is responsible for the travel expenses if I am working elsewhere?

Each student is responsible for any travel expenses associated with their internship.

8. What requirements will I have to meet other than the actual work time (such as a paper, reports, etc)?

Each student must complete a written report to the Program Director within two weeks of completion of the internship. Details of report content will be provided at internship informational sessions.

9. What companies/locations have potential internships?

There are a wide range of companies that contact the department regarding the availability of summer positions. We will contact all companies who are part of the PSM Sponsors (current Sponsor organizations can be found on the PSM website.) Companies where students have previously completed their internship are another good source for possible positions; a list can be obtained from the Program.

10. What kind of work will I be doing?

Internships will vary across employers. You should be working on a variety of tasks that will contribute to your practical education. Tasks should be related to survey methodology through your contribution to some of the following activities:

- Single project work from beginning to end
- Work on multiple projects
- Special tasks not related to an on-going project
- Working with clients, including report preparation
- Work within a subgroup within the main organization that is involved with a survey function (sampling, etc.)
- Work across various functions (sampling, data collection, data analysis, etc.)

11. Will I have a supervisor at this internship, such as someone that I will work closely with and can go to with questions, etc?

Yes. You should have a supervisor or mentor during the internship experience. This is a question you should have answered during the interview process or at during the first days of your internship. You will be most successful in your role if you have someone assigned from the beginning of your experience.