

University of Michigan Semester in Detroit

Sample Internship Agreement

This agreement sets forth the expectations for University of Michigan Semester in Detroit (SiD) students, community organizations and agencies receiving such students, and the Semester in Detroit staff (currently Acting Director, Craig Register and Acting Associate Director, Rion Berger). The UM SiD students, the community organizations and agencies, and the University of Michigan Semester in Detroit program are responsible for the following:

The UM SiD Student will:

1. Develop with their supervisor a schedule that sets out regular work-days and hours that do not conflict with SiD classes and required program activities. Total internship time is [200 hrs/Fall semester; 225 hrs/Spring/Summer semester]. Please refer to the sample student schedule for a preliminary idea of what most students' weekly schedules include.
2. Show up for their internship on time on each regularly scheduled day. STUDENT will notify the direct supervisor AND the SiD staff if they are unable to work on an assigned day AND if the regular internship schedule changes in any way.
3. Develop with the supervisor a detailed work plan that outlines the specific projects that the student will work on during the semester. The student and supervisor may revise and update this work plan as circumstances change during the semester. A recommended template will be provided to the student and the supervisor. The final work plan must be submitted by the student to the SiD staff by no later than _____ [usually within 3 weeks of the start of the program].
4. Meet formally with the supervisor at least once a week. NOTE: We have found that a regular, fixed meeting time/day every week makes the whole internship experience better for all parties.
5. Meet as needed with the SiD staff to discuss the progress of the internship.

The Community Organization will:

1. Appoint a full-time employee (or the closest equivalent) of the organization as the direct supervisor; ensure that this staff person attends the SiD supervisors' orientation.
2. Provide a workspace for the student. [this is currently flexible and can be remote due to the Covid-19 pandemic].
3. Support the student intern in their development of a detailed work plan that outlines the specific projects for the semester. A recommended template will be provided to the student and the supervisor. The student and the supervisor will revise and update the work plan if circumstances change during the semester.
4. The supervisor will be available to meet formally at a regularly scheduled day/time with the student in-person at least once a week.

5. Notify the SiD staff by email or phone if the student has any absences (excused or unexcused) during the semester, and/or if the student displays any problems showing up to the internship at the scheduled time/days.
6. The supervisor will meet/talk periodically with the SiD staff as part of the evaluation process. This will include a short phone conversation sometime during the weeks of _____ [about 1/1.5 months into the internship] to check-in on the student's progress. At the end of the semester, the SiD staff will arrange for an on-site meeting with the supervisor and the student intern. The purpose of this meeting is to engage in a reflective discussion about the internship experience – what worked, what didn't, etc.

The SiD Staff will:

1. Manage all administrative aspects of the program.
2. Be available by phone, email and in-person to communicate with the student intern and the supervisor to address any issues or concerns.
3. Communicate with the student and supervisor to monitor progress in meeting the objectives set forth in the work plan.
4. Facilitate a required weekly reflection seminar for student interns that supports success in the internship experience.

To affirm your understanding and acceptance of the expectations outlined in this internship agreement, please send a brief email to SiD staff.