

Internship Employer Agreement Form

The policy internship is an academic requirement of the Ford School Master of Public Policy program. This 10-week full-time internship allows students to apply their knowledge and skills to significant problems in the public, private, or non-profit sectors, and provides an opportunity to develop and enhance skills in areas of professional interest. Work accomplished during the summer is expected to be policy-focused, challenging, and of significance and value to the internship organization.

STUDENT INFORMATION:

Name: _____ Telephone: _____
Email: _____ Expected graduation date: _____
Degree(s): _____

INTERNSHIP INFORMATION:

Internship organization name: _____
Department: _____
Street address: _____
City: _____ State: _____
Country: _____ ZIP: _____
Supervisor's name: _____ Supervisor's title: _____
Email: _____ Telephone: _____

POLICY AREA(S): *Please check the policy area(s) which best reflect the nature of your internship work.*

- | | |
|---------------------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Consulting | <input type="checkbox"/> Labor Policy |
| <input type="checkbox"/> Economic/Community Development | <input type="checkbox"/> Law |
| <input type="checkbox"/> Education | <input type="checkbox"/> Nonprofit/Public Management |
| <input type="checkbox"/> Environmental Policy | <input type="checkbox"/> Research |
| <input type="checkbox"/> Finance/Banking/Budgeting | <input type="checkbox"/> Science & Technology |
| <input type="checkbox"/> Government Relations/Lobbying | <input type="checkbox"/> Tax Policy |
| <input type="checkbox"/> Health Policy | <input type="checkbox"/> Social Welfare Policy |
| <input type="checkbox"/> Housing Policy | <input type="checkbox"/> Trade/Commerce |
| <input type="checkbox"/> Human Rights | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> International Development | <input type="checkbox"/> Urban Policy |
| <input type="checkbox"/> International Policy/Foreign Affairs | <input type="checkbox"/> Other: _____ |

(OVER)

Please complete the next sections in conjunction with your employer. Feel free to attach additional sheets describing the nature and scope of the internship, if necessary.

INTERNSHIP DATES:

From: _____ to: _____

Hours per week: _____

DESCRIPTION AND MISSION OF ORGANIZATION:

SPECIFIC PROJECTS AND INTERNSHIP RESPONSIBILITIES:

COMPENSATION: (hourly rate, stipend, timeline of payment)

WORK SPACE AND RESOURCES: (desk, cubicle, computer, etc.)

SUPERVISION: (including mentoring and exposure to key people in the organization and policy field that the intern can expect as part of this internship)

Supervisor signature _____

Date: _____

Student signature _____

Date: _____

A completed and signed agreement form must be submitted before the start of your internship. Mail forms to: Graduate Career Services, Gerald R. Ford School of Public Policy, 2200 Weill Hall, Ann Arbor, MI 48109-3091 or fax: (734) 615-9674.