

EDUCATIONAL CONTRACT #1
Internship Requirement for
American Humanics: Nonprofit Scholars Program: Nonprofit Scholars
Program
Certification

Internship Supervisor: _____

Organization: _____

Address: _____

City: _____ State _____ Zip _____

Student _____

Date: _____

I. ORGANIZATION/AGENCY DESCRIPTION (to be completed by host organization):

II. INTERN SUPERVISOR (to be completed by host organization supervisor):

Position:

Length of service at agency:

(Please attach resume)

III. STUDENT ORIENTATION

Date completed:

IV. STUDENT PROFILE (to be completed by student)

A. Assessment of current strengths (knowledge, skills, values)

B. Assessment of current limitations (knowledge, skills, values)

C. Career goals

D. Experiences desired during this semester

V. EDUCATIONAL PLAN

A. *Educational Goals:*

1. Test theories, concepts and philosophies
2. Test skills in management, supervision and leadership
3. Engage in self-evaluation and assessment of the internship agency and the youth and human service field
4. Establish positive interpersonal and professional relationships
5. Observe and develop the values and ethics of nonprofit professionals
6. Develop, plan and carry through with projects

B. *Learning Objectives:*

To gain knowledge and skills in these areas relevant to nonprofit management:

1. Board/Committee Development
2. Fundraising Principles and Practice
3. Human Resource Development and Supervision
4. General Nonprofit Management
5. Nonprofit Accounting and Financial Management
6. Nonprofit Marketing
7. Program Planning
8. Risk Management

C. Describe the projects, programs or activities for which the student will be providing support. *(to be completed together by student and supervisor)*

D. How will the activities described above incorporate the following learning objectives (if applicable)? List the specific steps, activities, tasks and functions that students will be engaged in to reach goals and objectives. Learning objectives may be met by activities that encompass: observing/shadowing, discussion/reflection, or practicing/doing. Refer to AH competencies for *specific tasks* or learning objectives.

1. Board/Committee Development

2. Fundraising Principles and Practice

3. Human Resource Development and Supervision

4. General Nonprofit Management

5. Nonprofit Accounting and Financial Management

6. Nonprofit Marketing

7. Program Planning

8. Risk Management

VI. PERSONNEL DETAILS: (be specific to avoid miscommunication and misunderstandings)

A. Work schedule (days and hours)

B. Holiday and sick leave arrangements

C. Other requirements/arrangements to be made

VII. EVALUATION

Evaluation will take place through regular supervisory conferences, in keeping with the criteria established by the American Humanics: Nonprofit Scholars Program Campus/Executive Director. Formal evaluation will take place at the end of the internship.

VIII. AGREEMENT

I (student) _____ agree that it is my intention to complete this internship according to the guidelines and procedures of Eastern Michigan University to the best of my ability and complete all requirements as designated by the Eastern Michigan University and American Humanics: Nonprofit Scholars Program, Inc.

(Student) (date)

(Intern Supervisor) (date)

Claudia Petrescu, Ph.D. (date)
Campus Director American Humanics: Nonprofit Scholars
Program:
Nonprofit Scholars Program
Eastern Michigan University

AGREEMENT OF AFFILIATION

between

Eastern Michigan University

and

Host Organization

Eastern Michigan University and _____, establish an affiliation for the purpose of providing an internship experience for students seeking certification through American Humanics: Nonprofit Scholars Program, Inc. under the guidelines of American Humanics: Nonprofit Scholars Program, Inc..

Article I. *In pursuance thereof, (EMU) and (_____)* agree that:

1. The purposes of the internship are:
 - a. To provide the student with a meaningful and intensive on-the-job training experience through learning activities that will meet educational and behavioral objectives established by (EMU);
 - b. To provide designated agency personnel with teaching opportunities that will enhance the experience and capabilities of the personnel and provide the host organization with the opportunity to contribute to the training of professionals in non-profit careers;
 - c. To provide (EMU) expanded capabilities to provide its services.
2. This agreement shall remain in effect until the end of (EMU's) academic year.
3. Either party may withdraw from this affiliation upon giving three months notice in writing to the other party and after provisions have been made for transfer of students.
4. (EMU) and (_____) will provide and maintain appropriate channels of communication between them relative to the internship through designated representatives.
5. On days designated as internship days, the student will adhere to working hours and service procedures of (_____). Internship day credit will be given and recognized for performance of assigned or required activities of an emergency nature or of a nature requiring the participation of the student outside the normal working hours of the internship day. (_____) will determine beginning days, holidays and ending dates for the internship.

Article II. *EMU:*

1. Make available to the host organization the academic resources of (EMU), including but not limited to technical assistance as contracted with the organization, consultation with faculty and attendance at educational programs.
2. To the extent permitted by law, protect the host organization and client information obtained through the internship.

3. Bear responsibility for academic administrative elements of the internship.
4. Designate and assign an appropriate representative to serve as representative to the host organization and to visit the organization upon request and at least one time during the internship and upon the request of the organization.
5. Limit the activities of its staff at the host organization to those functions required to fulfill the terms of this agreement, unless otherwise agreed upon between the host organization and the individual staff member.
6. Provide liability insurance for student interns who are enrolled at (EMU) during the term of the internship through the college/universities (name of insurance plan, etc.).
7. Select the students or student who shall be placed at the host organization, subject to the approval of the host organization.
8. Provide information to the host organization, prior to placement of students, regarding the background, experience and educational needs of each student.
9. Assist the students in their recognition and understanding of the mission of the host organization, as well as in dealing with organization clientele, staff and administrators, regardless of race, ethnic origin, gender, sexual preference, age, religion or political beliefs.
10. Remove, upon written request of the host organization and as established in the internship handbook, any student whose performance is unsatisfactory or whose conduct is unacceptable to the host organization.

Article III. *The host organization agrees to:*

1. Meet the criteria described in (EMU's) internship handbook.
2. Provide students with information regarding organization's policies and procedures and orientation experiences in order to educate students about the requirements.
3. Allow the use of host organization materials in classroom discussions and assignments, as cleared by the internship supervisor in such form as to protect client identity and confidentiality and to recognize as privileged information relative to specific administrative or personnel problems of the host organization.
4. Provide suitable office space, equipment, materials, supplies and clerical assistance necessary for accomplishment of the teaching/learning tasks, as well as, when required, privacy for interviewing purposes.
5. Provide appropriate instruction and supervision by a qualified host organization representative. This supervisor is subject to approval by (EMU). The responsibility of the supervisor will be to provide coordination of internship instruction and work supervision of the student within the organization, unless a different plan has been agreed upon by (EMU) and the host organization.

6. Provide appropriate and ample time for the supervisor to attend workshops, trainings and seminars to prepare for and conduct conferences with students and to consult with the representative of (EMU).
7. Accept students for the internship with the provision that said student may participate in overall organization programs and activities, as appropriate to their educational objectives.
8. Accept any qualified students without regard to race, ethnic origin, gender, sexual preference, religion, age or political beliefs and provide an atmosphere for learning that is supportive and free of discrimination.
9. Provide opportunities for the student to reinforce learning in accordance with the behavioral objectives relating the internship with the academic requirements identified by EMU.
10. Provide reimbursement, where possible, for student travel and other expenditures on behalf of clients and the organization's business.
11. Facilitate withdrawal of the student by EMU when the placement fails to be in the best interest of the student, host organization and/or EMU. Withdrawal must follow the procedures established in the internship handbook.

HOST ORGANIZATION: _____

EASTERN MICHIGAN UNIVERSITY

By: _____
Signature

By: _____
Signature

Title Date

Title Date

EASTERN MICHIGAN UNIVERSITY
American Humanics: Nonprofit Scholars Program: Nonprofit Scholars Program Internship
BI-WEEKLY/MONTHLY REPORT

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Week Of _____

Student _____

Host Organization _____

Host Organization Supervisor _____

I. List your major assignments, tasks and responsibilities for this report period.

II. How have assignments, tasks and responsibilities contributed to your educational/learning goals and objectives? What was the least valuable outcome? What was the most valuable outcome?

III. What problems have you encountered, and how were they resolved?

IV. What are your personal and professional accomplishments for this report period?

V. List major assignments, tasks and appointments for the next report period.

VI. Time allocations:

- * Hours spent planning, collecting materials, office/clerical work: _____
- * Hours spent on observation activities for which you had no or only partial responsibility: _____
- * Hours spent on activities for which you had full responsibility: _____
- * Hours spent in supervisory conference with your appointed intern supervisor: _____
- * Total hours for this report period: _____

VII. Personal and other comments, reactions, recommendations, observations, etc.

Student's Signature: _____

Date: _____

Campus/Executive Director's Signature: _____

Date: _____

American Humanics: Nonprofit Scholars Program
INTERNSHIP EVALUATION FORM

___ **Mid-Term (150 Hours)** ___ **Final (300 Hours)**

Date: _____

Internship Supervisor: _____

Student: _____

Organization: _____

Organization Address: _____

Phone: _____

To evaluate the student's competence, the intern instructor and student jointly review the student's performance in terms of the criteria specified in the evaluation instrument. Following their review and discussion, the intern instructor completes this instrument using the following scale to evaluate the student's performance.

- 4 = The student demonstrates this skill or knowledge.
- 3 = The student demonstrates this skill or knowledge with little direction required.
- 2 = The student has some ability in this area, but performance continues to require close supervision.
- 1 = The student does not demonstrate this ability.
- NA = Does not apply

Following the completion of the instrument, the student reviews it and writes comments in the section indicated. If the student wishes, he or she may append an additional statement to the instrument. Finally, the intern instructor and the student both sign and date the instrument. The intern instructor sends the instrument to the American Humanics: Nonprofit Scholars Program project manager. *Two copies of this completed form should be made so that both the instructor and the student have one for their individual files.*

Mail to:
YOUR CONTACT INFORMATION

Intern and Supervisor Input Form Performance Assessment (Mid-Term and/or Final)

Intern Name: _____

Date: _____

Supervisor Name: _____

Personal	Score: 4-1 or NA	Communication (cont'd)	Score: 4-1, or NA	Work effectiveness (Cont'd)	Score: 4-1, or NA
Demonstrates a positive attitude		Uses effective listening skills		Ability to manage time	
Demonstrates initiative		Demonstrates importance of cross-cultural communication		Ability to create short-term plans	
Demonstrates a commitment to the organization's mission		Develops positive working relationships with staff & volunteers		Ability to create long-term plans	
Exhibits responsible behavior		Able to handle constituent requests		Implementation of plans	
Understands importance of ethical behavior		Demonstrates ability to resolve conflicts		Working with others	
Demonstrates honesty and integrity		Demonstrates understanding of group dynamics		Peers & co-workers	
Demonstrates a commitment to service		Employability skills		Supervisor(s)	
Understands the importance of confidentiality		Exhibits appropriate personal appearance		Clients/constituents	
Understands the importance of accountability		Demonstrates basic computer literacy skills		Volunteers	
Communication		Work effectiveness		Risk management	
Uses effective verbal and nonverbal communication		Demonstrates problem-solving ability		Understands importance of risk management	
Uses proper grammar & vocabulary		Ability to work under pressure		Explains effective risk- & crisis-management procedures	
Demonstrates effective public speaking skills		Meets performance objectives			

Student Comments: _____

Supervisor's Comments:

Intern Signature

Date

Supervisor Signature

Date

Bi-Weekly Time Report

Date	Start Time	End Time	Total Hours	Job Duties for the Day

Intern Signature _____ Date _____

Supervisor's Signature _____ Date _____

NOTE:

Please fill in and fax or drop off to American Humanics: Nonprofit Scholars Program (221 Rackham) every two weeks from the time you start your internship. If you fax (734.487.8514), be sure to write Attn: American Humanics: Nonprofit Scholars Program on a cover sheet because the fax machine is in another office.