



## **Program in Survey and Data Science Summer 2023 Internship Guidelines**

### Program procedures for the summer internship

1. The Program will collect resumes from all students.
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 internship meeting.
4. The program will send student resumes to potential employers where appropriate. Potential employers will contact students directly if they are interested in considering a student for an opportunity.
5. Students should initiate contact with other employers themselves. All summer internships must be survey and data science related.
6. 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.
7. Internships must be approved by the Program Director. Students must notify the Program when they have accepted an internship position. 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.
8. Because work space is reassigned each summer and each fall, students may need to move personal belongings from the space they currently occupy within the Survey Methodology Program (SMP) within ISR prior to the first day of the internship.
9. The Program expects employers to pay fair compensation for at least 10 weeks of full-time (40 hours per week) work.
10. Students must complete and submit a written report to the Program Director within two weeks of completion of the internship. The report is a 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.

## 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 and/or data science 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. Employers should specify if the internship is in person or remote.
7. Employers will specify the hours and time zone the student should plan to complete their work during.
8. 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 \$20 to \$23 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 a second MPSDS internship meeting with the program director and coordinator to discuss the internship requirements and guidelines.
3. If you are an international student, before leaving Ann Arbor resolve all visa issues concerning employment off campus.
4. You are required to complete a 400 hour (i.e. 10 weeks at 40 hours per week or some variation) internship. You must formally petition the director of the Program in Survey Methodology if you plan to accept an offer that falls outside this minimum requirement.
5. Communicate with employer in advance of start date regarding the following:
  - a. In Person or remote work assignment as determined by employer
  - b. Hours, start and end times as determined by employer
  - c. Pay and fringes
  - d. Lunches, breaks
  - e. Dress code/appropriate attire
  - f. Expectations for the kinds of projects you may work on
6. Plan for housing needs if you will travel for your internship. This is each student's responsibility.
7. 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.
8. 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.
9. Students must complete and submit a written report to the Program Director within two weeks of completion of the internship. The report is a 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. Participate in MPSDS internship feedback and presentation meeting in September after completing internship to share your experience with the new cohort of MS students.