

**LETTER OF INTENT/REQUEST FOR PLACEMENT  
OF A MSI UNDERGRADUATE SUMMER INTERN**

**General Placement Information:**

Minority Serving Institution (MSI) Undergraduate Interns are advanced undergraduates pursuing a degree at one of the Historically Black Colleges and Universities (HBCUs), Hispanic Serving Institutions (HSIs) or Tribal Colleges and Universities (TCUs). They have been accepted by our Program for placement on the basis of a formal application and review process. Successful applicants have demonstrated sound academic abilities, an interest in international work, and a desire to explore a career in international population and family planning or population-environment dynamics.

The MSI Undergraduate Internship is part of the Population Fellows Programs' effort to increase minority participation in international population and family planning, and population-environment dynamics. The Undergraduate Internship is designed to expose students from HBCUs, HSIs and TCUs to this specialized field at an early stage in their academic career by providing them with a structured summer internship at a relevant organization. Our goal is to increase the number of minority students who choose a career in international population or population-environment. All students from MSIs are eligible to apply.

**To be filled out by the Host Organization requesting an Intern:**

Organization: \_\_\_\_\_

Address (placement): \_\_\_\_\_

City/State/Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Name of Person Requesting Intern: \_\_\_\_\_

Title: \_\_\_\_\_ E-Mail address: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Country: \_\_\_\_\_

Telephone: \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Requesting Intern\_\_\_\_\_  
Date

Name and Title of Person to Supervise/Mentor Intern: \_\_\_\_\_

E-mail address: \_\_\_\_\_

\_\_\_\_\_  
Signature of Supervisor\_\_\_\_\_  
DateI have read the Scope of Work    Yes        No    

Name and Title of back-up Supervisor/Mentor: \_\_\_\_\_

E-mail address: \_\_\_\_\_

\_\_\_\_\_  
Signature of Backup Supervisor\_\_\_\_\_  
DateI have read the Scope of Work    Yes        No    **Please attach additional sheets to provide the information below:**

- Description of Institution or Agency: Please describe briefly and enclose relevant brochures/pamphlets. We will share the information you provide with the proposed Intern.
- Description of the Intern's duties: Please describe, in as much detail as possible, the work the Intern will perform, the skills required, and whether international travel is anticipated for the Intern during the course of the placement. **The Scope of Work must focus primarily on family planning/reproductive health.** We encourage you to include some opportunity for international travel. Appropriate travel can include site visits, conferences or training events. Travel must be directly related to the Scope of Work; and have a tangible deliverable such as a written report, and Intern should be accompanied by agency staff or be met and hosted by in-country staff.

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**Support for the Intern**

The Population Fellows Program provides the Undergraduate Intern with:

- Stipend
- Housing
- Orientation at the Population Fellows Program, U of M, Ann Arbor
- Travel to and from the placement site
- Program-approved International travel expenses, on a cost-share basis with the Host Organization

The Host Organization is expected to provide the Intern with a supervisor/mentor who is willing and able to play a role in the Intern's educational and professional development. The supervisor will work with the Intern on a daily basis, delegate tasks, oversee successful completion of projects, and evaluate the Intern's performance. We will provide a supervisory handbook explaining the program goals and objectives as well as supervisory requirements. We do require a written evaluation of the Intern's performance at the end of the internship. We also expect the supervisor/mentor to identify someone for the Intern to work with during periods away from the office for travel or vacation.

Does your agency agree to provide a supervisor/mentor for the intern?      Yes         No  

If you will not supervise the intern directly, have you shared the proposed Scope of Work with the designated supervisor?      Yes         No  

The Host Organization is also expected to provide the facilities and support necessary for the Intern to successfully perform his/her work assignment. This support should include the following. Please confirm your ability to provide each of the facilities and supports listed below.

- |  |     |                          |    |                          |
|--|-----|--------------------------|----|--------------------------|
| ▪ Assistance finding appropriate housing (for overseas placements only)  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| ▪ Comprehensive Orientation to the Agency, including introductions to key staff, physical tour, and background materials on the mission and programs | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| ▪ Office space and supplies  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| ▪ A desk-top computer and appropriate software   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| ▪ Access to a printer  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| ▪ Access to an outside telephone line  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| ▪ E-Mail access  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| ▪ International Travel opportunity on a cost-share basis   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

**Schedule for Placement**

Undergraduate internships must be at least 10 weeks in duration at full-time effort. Interns will begin their placements on or about June 2 and work through about August 15. Extensions may be negotiated pending availability of the intern. If there are rigid restrictions on the period during which you can host interns, please include those dates in your Scope of Work.

Please return this form by 3 March 2003 to:

The University of Michigan  
Population Fellows Programs, MSI Initiatives  
1214 South University, Second Floor  
Ann Arbor MI 48104-2548  
Phone: 734.763.9456  
Fax : 734.647.0643  
E-Mail: msi.pop@umich.edu