

Nonprofit Internship Handbook

The Center on Philanthropy at Indiana University

Indiana University - Purdue University Indianapolis
in cooperation with the School of Public and Environmental Affairs

for all
MA and MA/MPA Students
Registering for
PHST P590
Internships in Nonprofit Organizations

CONTACT:

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PHST P590: Internship in Philanthropic Studies

Required for MA, Ex-MA, and dual degree students

OVERVIEW

Purpose	During the internship students have the opportunity to apply theory to practice with a nonprofit organization. The internship is intended to be a professional experience in the nonprofit sector. Students work with the sponsoring organization and a faculty sponsor to develop a meaningful experience in their areas of interest such as fundraising, marketing, communications, program development, board development, volunteer among others.
Time Frame	10-20 hours per week during the 15 week semester 20-40 hours per week during the summer for 8 weeks
The Center's Role	The Director of Graduate Programs will serve as the: <ul style="list-style-type: none">• Clearinghouse to disseminate information about internship opportunities with students• Consultant, sounding board, and advisor to students to brainstorm internship ideas• Repository of academic and administrative papers related to the internship
The Student's Role	The student is responsible for negotiating his/her internship, making the necessary arrangements, and completing the academic requirements in a timely manner. The student <ul style="list-style-type: none"><input type="checkbox"/> selects a faculty sponsor<input type="checkbox"/> completes the Learning Contract (FORM 2)<input type="checkbox"/> keeps a journal of the internship experience<input type="checkbox"/> arranges periodic meetings with the Faculty Sponsor<input type="checkbox"/> completes a reflective paper after consultation with the Faculty Sponsor<input type="checkbox"/> completes the student evaluation (FORM 3)<input type="checkbox"/> encourages the site supervisor to complete the supervisor evaluation (FORM 4)
Locale	Students may choose to complete the internship locally, regionally, nationally, or internationally. The Director of Graduate Programs will assist students in identifying potential sites. Students are responsible for all expenses related to the internship including transportation, lodging, and food.
Stipend	Internships may be paid or unpaid. The student should consider financial concerns when talking with nonprofits about internship opportunities. In 2004 the average salary was \$12/hour.

REQUIREMENTS FOR PHST P590

Prerequisites

Because students in PHST P590 are expected to apply previously-learned concepts to practical situations, the course is open to graduate students who have satisfactorily completed at least nine (9) credits in the following courses:

- | | |
|-----------|--|
| PHST P521 | • The Nonprofit and Voluntary Sector |
| PHIL P542 | • Ethics and Values of Philanthropy |
| PHST P512 | • Human and Financial Resources for Philanthropy |
| ECON E514 | • The Nonprofit Economy and Public Policy |
| PHST P535 | • The Law of Nonprofit Organizations |

A student must have a minimum GPA of 3.0 to be eligible to take PHST P590. Registration for P590 cannot occur until the internship is secured by the student.

Faculty Sponsor

The student selects a faculty sponsor for his/her internship. The faculty should be a faculty member in the Philanthropic Studies program. Direct questions about available faculty to the Director of Graduate Programs at the Center on Philanthropy.

The student should plan to meet with the faculty supervisor at least two hours per month. During these meetings, the student and faculty review the work experience and the journal entries, seek resolutions to problems that may have arisen, and discuss relevant issues. The faculty may assign readings that would be helpful to the student or enrich the internship experience.

Journal

Each student will keep a journal to describe and document his/her internship experience with the nonprofit organization. The journal is a good place to reflect on the internship in light of the material studied in classes. The journal may be used to document the student's application of appropriate social science methodologies and engagement of critical theory concerning the historical and cultural implications of philanthropic activity.

Students should try to document their experiences on a daily, weekly or by project basis. The journal should cover the entire internship period and be turned in with the reflective paper at the end of the internship.

Reflective Paper

The reflective paper which is generally at least ten (10) pages, links theory to practice in connection with the internship experience. Some faculty advisors require a longer paper. The topic, format, and completion date should be agreed upon by the student and the faculty advisor.

Evaluation

The student's grade is based on the following:

- evaluation by the intern site supervisor, FORM 4 (50%)
- reflective paper (25%)
- participation in meetings with the faculty supervisor (5%)
- internship work journal (20%)

PROCESS

A representative framework of the steps involved for a positive internship experience

Preparation

- Begin the process as soon as possible. Some students begin preparing for the internship as soon as they arrive on campus; others wait until the semester prior to the internship experience.
- Use FORM 1, the Graduate Internship Information Form, to help focus your internship interests. Schedule a meeting with the Director of Graduate Programs at the Center on Philanthropy to discuss your internship objectives and potential placement sites.

Investigation

- The Center on Philanthropy posts established internships on the PSS and PHST INFO listservs. PSS is the Philanthropic Studies Society, a student-run organization. The PHST INFO listserv includes students, faculty, and interested individuals.
- Internship opportunities are listed in binders accessible at the Center on Philanthropy reception area and the Philanthropic Studies Library.
- Consult with returning students, faculty, and staff throughout the university but especially at the Center on Philanthropy. Search the web for organizations which interest you.
- Read the local newspaper or the newspaper on-line of the city in which you are interested in completing your internship.
- Meet with the Director of Graduate Programs at the Center on Philanthropy to review your opportunities.

The Internship Itself

- Before the internship site is confirmed, P590 students select a faculty sponsor.
- Register and pay for the P590 course for the appropriate semester or summer session.
- Within the first few weeks of the internship, complete and SUBMIT the Learning Contract (FORM 2) which includes the Learning Plan to BOTH the faculty sponsor and the Director of Graduate Programs.
- Communicate with your faculty sponsor periodically throughout the internship.
- Keep a journal throughout the internship. The journal can be a daily log of activities and ideas, or a project by project log. Reflect on your course work, your previous work experience, and an overall sense of what you have learned or accomplished. Many students have used the journal as source material for the reflective paper. Submit your journal to your faculty advisor upon completion of the internship.
- Arrange a due date with your faculty sponsor for your “reflective” paper. This paper documents your ability to apply theory to practice through the internship experience. Discuss the length and format with your faculty supervisor. When developing your calendar for the internship, keep in mind that grades are due to the Registrar almost immediately after final exam week
- Upon completion of the internship, complete and SUBMIT FORM 3, the Student Evaluation. Arrange for your site supervisor to complete and SUBMIT FORM 4, the Supervisor Evaluation.

Evaluation and Follow-Up

- After all of the papers related to the internship have been submitted, the student will receive a grade for the internship. This includes the journal, reflective paper, portfolio of work completed during the internship (if applicable), Learning Contract, Learning Plan, student evaluation form, and site supervisor evaluation form.
- Follow-up with the site supervisor and sponsoring agency as desired. At the minimum send a thank you note. You may wish to send a copy of your reflective paper.

FORM 1 Graduate Internship Information Form

This form is used to help the student, identify potential internship opportunities to fulfill the requirements of PHST P590. Please complete the form and return it, along with a current resume, to the Director of Graduate Programs . Questions or concerns? Please contact:

Les Lenkowsky
Director of Graduate Programs
llenkows@iupui.edu

Name _____ Date _____
Phone # _____ E-mail _____
In which program are you enrolled? _____ Hours completed _____
Expected graduation date _____

When would you prefer to do your internship?

Fall of _____ Spring of _____ Summer of _____ All year

Where would you like to do your internship? Identify city and state or region of the country.

_____ 2nd choice _____

In what kind of organization would you like to work? Please rank in priority order, 1 being your first choice.

_____ Private Foundation	_____ Grassroots Organization
_____ Community Foundation	_____ Research Institution
_____ Corporate Foundation	_____ Advocacy Group
_____ Health/Human Service Organization	_____ Youth Organization
_____ Arts/Cultural Organization	_____ Tech. Organization/Foundation
_____ Other (specify) _____	

In what areas of interest would you like to focus? Please rank in priority order, 1 being your first choice.

_____ Accounting/finance	_____ Marketing/Communications
_____ Board leadership/Voluntarism	_____ Program Evaluation
_____ Fundraising/Proposal Writing	_____ Other _____

What faculty share this interest? _____

Food for thought: On the back of this page indicate where you see yourself professionally in 3 years? 5 years? 10 years? How will this internship move you toward that goal?

Please return this form, along with your current resume, to the Director of Graduate Programs at the Center on Philanthropy at Indiana University. E-mail: lenskows@iupui.edu

FORM 2 Learning Contract & Learning Plan

PART I • THE LEARNING CONTRACT

Student's Name _____

Name of Organization Providing Internship _____

Address of Internship Site _____

City, State, Zip _____

Site Supervisor's Name _____

Title _____ Phone(_____) _____

Date of Internship: Beginning _____ Ending _____

Site Supervisor: I have discussed this internship with the student and have negotiated with the student the appropriate site work as indicated in the "Learning Plan." I agree to provide the intern with an orientation to relevant organizational arrangements, procedures, and functions, to meet with the intern regularly and to be available for counsel and advice for the duration of the internship. I agree to participate in a site visitation if required and to assist in evaluating the student and the internship at the end of the term.

Signature _____ Date _____

Faculty Supervisor: I have discussed this internship with the student and have negotiated with the student the appropriate academic work as indicated in the "Learning Plan." I agree to be available to meet with the student, to evaluate the student's final report and to discuss the internship with the site supervisor where appropriate.

Name _____ Phone(_____) _____

Signature _____ Date _____

Student Intern: I concur with this "Learning Plan." I agree to complete work assignments promptly and to the best of my ability. I agree to familiarize myself with and adhere to the organizational arrangements, procedures, and functions, and to the appropriate standards of ethical conduct and bring problems, concerns, and questions to the attention of my site supervisor and/or advisor.

Signature _____ Date _____

Notes to the Learning Contract:

1. The "Learning Plan" is a part of this agreement and a copy must be attached. The more detailed and definite this plan is, the more productive the internship is likely to be as a learning experience. But all parties must understand that the written plan is necessarily open-ended and incomplete. In any learning situation, plans are subject to modification and improvement. Adjustments can occur at any time but the intern is the responsible party for documenting changes and explaining the rationale for the changes. Any substantial change must involve consultation with all three parties.

3. This agreement takes effect when this form, with the "Learning Plan" attached, has been signed by all three parties and it has been distributed to all three parties.
4. This internship may be terminated by the mutual agreement of the faculty supervisor, the site supervisor, and the intern.

PART II • THE LEARNING PLAN

Meet with your faculty internship supervisor to discuss and complete your "Learning Plan." You and your faculty supervisor should work together to plan all aspects of your internship. You may wish to produce a rough draft of your Learning Plan to review and discuss with your faculty supervisor and site director before producing the final version. You may construct your Learning Plan in any way you want, but this form should be the cover sheet. Depending on the length of your internship, the Learning Plan should be finalized and submitted before you complete approximately 25% of your internship.

The following are requirements for the Learning Plan to be considered complete:

- (1) List three to six learning objectives for your internship - what you expect to learn before the end of your internship.
- (2) List at least two strategies for learning each objective - specific actions you propose to take that will accomplish the corresponding learning objective.
- (3) List methods by which you and your faculty supervisor will evaluate your progress and performance - specific ways in which you will demonstrate what you have learned, and the basis on which your faculty supervisor will evaluate this progress and performance.
- (4) Plan to meet regularly (at least once a month) with your faculty supervisor throughout your internship. You may wish to plan a site visit for your faculty supervisor as well. If you are going to work outside of Indianapolis, you should plan alternative ways (e.g., e-mail, phone) to meet with your faculty supervisor during your internship.
- (5) Describe your closing activity and components of your final evaluation (e.g., a paper, a series of essays, a public presentation). Please be specific on dates if possible - keep in mind the deadline for final grades for the semester or term in which you plan to finish the internship.
- (6) As you prepare your Learning Plan, be as careful, thorough, and specific as possible.

Once you, your faculty supervisor, and your site supervisor have completed and signed the Learning Plan, please submit your Learning Plan to the Director of Graduate Programs at The Center on Philanthropy at Indiana University, (317) 278-8925.

Thank you.

FORM 3 Student's Internship Evaluation

Student's Name _____

Student's Address _____

City, State, Zip _____

Organization Name _____

Site Supervisor's Name _____

Title _____ Phone (_____) _____

Internship Dates: Beginning _____ Ending _____ Semester or Summer Session _____

Briefly describe your responsibilities during your internship:

What contributions did you make to this organization during your internship?

Identify three positive aspects and three challenges of the internship.

Will people at the internship site continue to be part of your professional network in the future? Why or why not?

Would you recommend this organization to another student seeking an internship? Why or why not?

Additional comments:

Signature _____ Date _____

**Please return this form to the Director of Graduate Programs at
The Center on Philanthropy at Indiana University. Thank you.**

- I hereby waive my right of access to the information recorded below.
- I do not waive my right of access to the information recorded below.

Student Signature _____

FORM 4 Supervisor's Internship Evaluation

Student's Name _____

Address of Internship Site _____

City, State, Zip _____

Site Supervisor's Name _____

Title _____ Phone (_____) _____

Date of Internship: Beginning _____ Ending _____

Were the learning objectives identified in the Learning Plan met? If not, why not?

How did this student's work "add value" to your organization?

What does this student do well and in which areas does this student need to make improvements (be as specific as possible)?

What skills or new knowledge did the student share with the organization and what skills did the organization teach/share with the student?

Additional comments:

Signature _____ Date _____

Please return this completed form to the Director of Graduate Programs, The Center on Philanthropy at Indiana University, 550 West North Street, Suite 301, Indianapolis, Indiana 46202. Thank you.

Representative List of Internship Sites

Indianapolis and central Indiana agencies

Agency name

Bicycle Action Project
 Central Indiana Community Foundation
 The Children’s Museum
 Conner Prairie Pioneer Settlement
 Girls, Inc.
 Gleaners Food Bank of Indiana
 The Health Foundation of
 Greater Indianapolis, Inc.
 Hispanic Center
 Indiana Grantmakers Alliance
 Indiana State Museum Foundation
 Indiana University Foundation
 Indianapolis Art Center
 Indianapolis Museum of Art
 Indianapolis Neighborhood Housing Partnership
 Indianapolis Neighborhood Resource Center
 International Center for Indianapolis
 Julian Center
 Peace Learning Center
 WFYI Public Radio 90
 Young Audiences of Indiana
 Youth as Resources
 Youth Job Preparedness Program

Type of Organization

Grassroots nonprofit, youth
 Community foundation
 Museum
 Living history museum
 Grassroots nonprofit, youth
 Human services, food bank
 Independent foundation

 Grassroots nonprofit, community center
 Statewide membership organization
 Fundraising arm of state museum
 Fundraising arm of state university
 Nonprofit visual arts center
 Art museum
 Nonprofit housing agency
 Community development
 Grassroots nonprofit, intn’l visitors
 Grassroots nonprofit, domestic violence
 Nonprofit, youth, conflict resolution
 NPR affiliate
 Grassroots nonprofit, arts organization
 Grassroots nonprofit, youth
 Grassroots nonprofit, youth

Regional and National Sites

Agency name

Location

Type of Organization

AFP (Association of Fundraising Professionals)	Alexandria, VA	National membership, fundraising
Council on Foundations	Washington, D.C.	National association, foundations
Howard U. Development Dept.	Washington, D.C.	Fundraising, historical black college
Iowa State U. Foundation	Ames, IA	Fundraising, state university
National Center for Family Philanthropy	Washington, D.C.	National association, family fndts.
National Medical Association	Washington, D.C.	National association, African-American
Northwestern U. Development Dept.	Evanston, IL	Fundraising, private university
Urban Institute	Washington, D.C.	Research center

SAMPLE LETTERS

The following pages include sample letters for use during various stages of the internship process. Tailor to meet your own needs.

LETTER 1 • "Letter of Inquiry"

Date

Nonprofit Organization
Somewhere, State, Zip

Dear Contact Name:

Students in the graduate programs at The Center on Philanthropy at Indiana University complete internships in order to apply theory to practice. I have a strong personal interest in the area of [add specific area here, e.g., child development] and as I looked for nonprofit organizations in this field, your organization has come to my attention. I would like to schedule a time to meet [or call] with you to explore the possibility of working in your organization.

Students studying at The Center on Philanthropy at Indiana University are often described as "social entrepreneurs," "reflective practitioners" or "civic professionals." Since students study nonprofit management and/or philanthropic studies, they can often provide a unique professional perspective to your organization. In these programs students hone their skills in the areas of development, volunteer management, and applied research. My experience and skills include [highlight resume here].

I will call you within the next week to set up an informational interview. In the meantime, if you have any questions, please call me at home (number here) or contact the Director of Graduate Programs, Les Lenkowsky, directly at (317) 278-8925. I look forward to talking to you soon.

Sincerely,

Student's Name

Enclosures: Center brochures, resume

LETTER 2 • "Thank You"

Date

Nonprofit Organization
Somewhere, State, Zip

Dear Contact Name:

Thank you for giving me the opportunity to perform my internship with [name of organization]. I look forward to working with you and learning more about [mission or cause]. Hopefully, my work will be as productive to your organization as it will be for me.

As we discussed, I plan to begin my internship on [specific date]. As it stands now, I will work [specific number] hours per week. If all goes according to schedule, I will complete my internship on [specific date]. Of course, these dates are open to negotiation.

Thank you again for this professional opportunity. Should you have any questions, please do not hesitate to call me at home (number here) or you may contact me through the Director of Graduate Programs at The Center on Philanthropy at Indiana University at (317) 278-8925.

Sincerely,

Student's Name

cc: Les Lenkowsky
Director of Graduate Programs

LETTER 3 • "Statement of Confidentiality"

If during your internship you have access to "sensitive or confidential" information, the organization may request or you may volunteer a "statement of confidentiality." This simply means that your work (term paper, final portfolio, etc.) will be discussed with the appropriate academic advisors and it will be kept in your academic file but it will never be made public.

Date

Nonprofit Organization
Somewhere, State, Zip

Please accept this letter as notification of the Indiana University statement on "Academic Integrity":

"Students are expected to adhere to the highest ethical standards in all their course work and research. Individuals violating that code of conduct are subject to disciplinary action; such breaches could lead to expulsion of the student from Indiana University or to rescision of a degree already granted" (2000/02 Indiana University *Bulletin*, p. 8).

Additionally, please note that all of my work, including any term paper or portfolio of work, will remain a part of my academic file at The Center on Philanthropy at Indiana University but it will not become public knowledge (through publication or presentation), nor will it be included in any other study or research project unless otherwise agreed upon. The Center on Philanthropy, its faculty, and its staff will use this work only as an evaluation of my abilities and performance. Any departure from or amendment to this agreement will include both you and your organization's explicit approval.

Should you have any questions, please do not hesitate to call me at home (number here) or you can contact Les Lenkowsky, Director of Graduate Programs, at the Center on Philanthropy (317) 278-8925.

Signed,

Student's Name

Date _____

Director of Graduate Programs
The Center on Philanthropy at Indiana University

Date _____

LETTER 4 • "Follow-up"

Date

Nonprofit Organization
Somewhere, State, Zip

Dear Contact Name:

I wanted to thank you once again for being my site supervisor during my internship. Not only was this an excellent, professional opportunity but I felt like a part of the organization from day one. This experience has given me a whole new perspective on the nonprofit sector that will be invaluable in my remaining classes and first career position.

[Optional] I have enclosed my final paper for the academic part of the internship program. Of course, I welcome any feedback from you on this.

If you have any questions, please do not hesitate to call me at home (number here). Again, thank you for the great opportunity to work with your organization.

Sincerely,

Student's Name

Enclosure: term paper [optional]