

**Cleveland State University**  
**Maxine Goodman Levin College of Urban Affairs**  
**Undergraduate Neighborhood Internship Program**  
**Placement Procedures for Students**

Thank you for your interest in the Center for Neighborhood Development (CND) Undergraduate Neighborhood Internship Program. Please review the following information to help you along with potentially becoming an intern. It is important that these procedures be followed to complete the placement process.

1. Students receive application and return materials to Priscilla Lewis Burkes, 216-687-2166, in the Maxine Goodman Levin College of Urban Affairs, Room 344 no later than Friday, August 13, 2005.
2. Students review information on file from various organizations about intern opportunities.
3. Students inform CND in writing of up to three of their preferences for a placement based on the organization's description of proposed activities.
4. **CND informs** the organizations of the students that will be calling for an interview.
5. **The students contacts** the organizations to set up interviews. Students should prepare for the interview in order to learn about the organization and the proposed projects as well as to inform the organization about what they can contribute.
6. After the interviews are completed, students inform CND of their preferences.

**\*\*It is very important that the student contacts CND with his/her preferences and NOT the organization!!**

7. CND contacts the organizations for their rating of the students they have interviewed.
8. Based on the preferences of both the students and the organizations, CND will decide on the matches to achieve the best possible placement and provide the greatest number of internships. CND attempts to place all applicants in an internship but students are not guaranteed a placement.
9. The students and organizations are informed by CND of their placement.

**\*\*\*Please note that CND takes the responsibility of placing the students at a site that is the most compatible for both the student and the organization.**

10. After receiving notice of the placement, the student must sign a university student employment contract and complete any additional paperwork before starting the internship. The student will receive bi-weekly time sheets. Once the employment papers are filled out, signed by the student, and approved by the university, CND will inform the student to call his/her supervisor to set up a start date, establish a work schedule and fill out the Learning Contract.

**\*\*\*Students may not work over 20 hours a week and a total of 600 hours.**

*I, the student intern applying for the CND Undergraduate Neighborhood Program have read the above procedures and understand my responsibilities and what is expected of me in the process of being placed with an organization.*

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Student Signature

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Date