



Undergraduate and Graduate Internship Information

CONTACT INFORMATION:

Linda Pfaff, Career Coordinator, Internship Coordinator
Maxine Goodman Levin College of Urban Affairs
1717 Euclid Avenue, UR 209 (Campus Location)
Phone: (216) 687-3845 Fax: (216) 687-5398
Email: l.pfaff@csuohio.edu



The Levin College of Urban Affairs is proud to offer valuable opportunities for our undergraduate and graduate students to participate in an internship program. This program depends on our strong partnerships with agencies in the Cleveland region. The College believes in enabling students to pursue their career goals by gaining professional experience in urban agencies.

As the college's internship coordinator, I am available to assist students and organizations with their internship placements. There are several ways for an agency to advertise a position. Cleveland State Career Services hosts an online internship and job bank called CSUcareerline. Here, employers can post and monitor individual position descriptions. (<http://csucareerline.experience.com>) As a courtesy, career services will be happy to manage this for you.

Agencies desiring assistance in selecting an intern may choose to work directly with the internship coordinator. If a position requires a specific skill set, I can help to facilitate necessary arrangements. Agencies requesting interns should submit a job description (see enclosed template). This job description can also be emailed to interested students through the Levin College Internship Mailing List and posted on the Levin College website.

The Levin College offers the following academic programs:

Undergraduate Majors:

Urban Studies
Public Safety Management
Environmental Studies
Nonprofit Administration
Organizational Leadership

Graduate Programs:

Master of Public Administration
Master of Science in Urban Studies
Master of Art in Environmental Studies
Master of Nonprofit Administration and Leadership
Master of Urban Planning, Design and Development

For more information please contact me via email or telephone.

Linda Pfaff,
Maxine Goodman Levin College of Urban Affairs
1717 Euclid Ave – UR 209, Cleveland, Ohio 44115
Phone: (216) 687-3845 **Fax:** (216) 687-5398
Email: lpfaff@csuohio.edu

Frequently Asked Questions

What is an internship?

- Experiential learning relevant to a student's academic program and career goals
- Interns may receive academic credit (requires faculty supervision)
- Interns may be paid or volunteer
- Interns work part-time (up to 20 hours per week) while enrolled in coursework

How do students benefit from an internship?

Internships:

- Offer practical experience and parallel classroom education and help to develop professional skills
- Allow students to develop a network for future career leads
- Enhance their career portfolios; become resume builders
- May present permanent employment opportunities
- Help cover educational expenses, when paid
- Provide additional academic credit; improve GPA

How can your organization benefit from hosting interns?

- Interns are excited and eager to learn – they bring a fresh perspective, new techniques and skills
- They provide additional staffing resources: special project development or assistance with ongoing programs
- Interns are potential permanent employees to assist with succession planning
- Having an intern presents an opportunity to build or maintain a connection with the Levin College and its programs

What are the responsibilities for the Host Site/Supervisor?

- Plan specific project(s) and responsibilities (not just clerical work)
- Introduce intern to organization, staff, and roles/responsibilities
- Provide ongoing direction to the intern so that they can proceed with appropriate independence
- Provide an appropriate workspace
- Complete an evaluation of the intern's performance
- Communicate questions or concerns to LCUA Internship Coordinator

What is the cost of hosting a paid intern?

- Between \$1,500 and \$4,500 per semester, depending upon work hours, hourly rate, and project duration

How do I arrange an internship with the Levin College of Urban Affairs?

- Contact Linda Pfaff, Internship Coordinator at the Levin College at: 216-687-3845 or l.pfaff@csuohio.edu



Internship Program Agency Information Guide

The Levin College of Urban Affairs sponsors Graduate and Undergraduate Internships.

Graduate Internships

1. The Levin College of Urban Affairs recruits students from our cohort of graduate assistants and eligible graduate students. A representative from your organization interviews eligible students and indicates your choice.

2. The individual selected receives a stipend/hourly wage equivalent to that of a Graduate Assistant, \$3,480/\$11.60 per hour (Masters) or \$3,900/\$13.00 per hour (PhD), per semester (stipend amount is subject to change). The stipend is paid by the agency/organization. When funds are available, the University pays tuition for the intern.

3. Internships are generally held for two semesters. Interns are obligated to provide 300 hours of work to the agency during each semester (20 hours per week/15 weeks per semester). Interns may work during the 12-week summer term or over the winter break, for up to 40 hours per week when not enrolled (20 hours/week when enrolled).

4. Students wishing to receive academic credit for an internship may register for internship credit, which requires submission of a written report on the internship experience for evaluation by a faculty member.

5. All internships are subject to supervision by the Levin College Internship Coordinator or a faculty member and a supervisor within the organization. A list of assigned duties is agreed to in writing by the student, the Internship Coordinator/faculty member, and the supervisor prior to commencement of the internship. A written evaluation of the intern’s performance by the supervisor is completed at the end of the internship. The student is also asked to comment in writing on the internship experience.

Academic Term	Hours Per Week	Minimum Stipend	Administrative Fees*	Total Agency Cost
Fall Semester	20	\$3,480	\$279	\$3,759
Spring Semester	20	\$3,480	\$279	\$3,759
		Contract Price:		\$7,518

*Administrative fees are currently 11% of the stipend amount, and include employment costs for interns who are paid as CSU student employees.

Undergraduate Internships Opportunities

Undergraduate internships are available for up to two semesters or summer employment. The internship coordinator distributes positions via email, CSUcareerline, or on an individual basis.

1. A representative from your organization interviews eligible undergraduate students and indicates your choice.
2. Paid undergraduate interns are compensated at a rate not less than \$8.00 per hour, for up to 20 hours per week.
3. Notifications about unpaid internship opportunities will also be made available and distributed.
4. Undergraduate students may receive academic credit for an internship, and should register for four to eight hours of internship credit. Internship credit requires submission of specific assignments for evaluation by a faculty member.
5. All internships are subject to supervision by a faculty member and a supervisor within the organization. A list of assigned duties is agreed to in writing by the student, the faculty member, and the supervisor prior to commencement of the internship. A written evaluation of the intern's performance by the supervisor is completed at the end of the internship. The student is also asked to comment in writing on the internship experience.

Contact Information: Linda Pfaff, Career Coordinator, Internship Coordinator
Maxine Goodman Levin College of Urban Affairs
1717 Euclid Avenue, UR 209 (Campus Location)
Phone: (216) 687-3845 Fax: (216) 687-5398
Email: l.pfaff@csuohio.edu



Student Internship Program Agency Application Form

AGENCY INFORMATION

AGENCY NAME: _____

Address: _____

Phone: () _____

Fax: () _____

CONTACT PERSON: _____

Phone: () _____

Email: _____

POSITION INFORMATION

Dates of Internship: From: _____ Semester _____ To: _____ Semester _____

Average number of hours per week _____ Days of week: M T W Th F S Su

Is the internship paid or unpaid? _____

Is a car necessary? Y/N If yes, is mileage reimbursed? Y/N \$ _____ per mile

Please list skills desired:

Who will supervise the intern? _____

How will the intern be supervised to enhance his/her effectiveness and the educational experience?

Please attach a job description to this application

Please return this form to:

Linda Pfaff, Career Coordinator, Internship Coordinator
Maxine Goodman Levin College of Urban Affairs
1717 Euclid Ave – UR 209, Cleveland, Ohio 44115
Phone: (216) 687-3845 **Fax:** (216) 687-5398
Email: l.pfaff@csuohio.edu

CSUCareerline
Job and Internship Description Template

*Top section is necessary if you have not posted positions with CSU on CSUCareerline.
If you want us to post, please send electronically to: Linda Pfaff, l.pfaff@csuohio.edu*

Name of organization:

Organization Bio: *(Please include a brief description of the organization)*

Job Address:

Web address:

Job/internship title:

Job Level:

- Intern/Co-op
- Entry Level
- Full-Time/Experienced

Job Description: *Provide a brief description of the position including:
Anticipated responsibilities & duties, required proficiencies, preferred interests, majors, GPA,
class status (soph., jr., etc.).*

Salary Information:

Number of positions available: *Per semester/per year*

Application deadline: *Length of time you would like the position posted*

How you would like the candidates to send their resumes:

- Email
- Mail
- FAX
- Phone
- Apply Online - Website *(Students will be redirected to your website to apply)*

Contact Information: *(the person who will receive student resumes)*

- Name
- Title
- Email
- Phone
- FAX

*****Would you like to manage this posting and monitor your position on CSUCareerline?
We will send an invitation link to CSUCareerline.**