



NONPROFIT LEADERSHIP ALLIANCE

Certified to Change the World

Dear Nonprofit Organization,

Thank you for having a student from the Nonprofit Leadership Alliance Program as an intern!

The mission of the NLA program is to prepare students for successful careers in the nonprofit sector and develop the next generation of nonprofit leaders. The contract that you receive outlines the competencies that the students have to fulfill as part of their program and is asking you to work with the student to identify which of these competencies will be met through this internship. The contract also outlines the obligation and responsibilities of the student. With this contract, we hope to set the stage for a successful internship for both you (the organization) and the student.

Throughout the duration of the internship the student is required to inform me through bi-weekly time sheet and regular communication about her/his experience. The organization needs to do a mid-term and final evaluation of the student. This communication allows me to understand if the internship is a positive experience for both the student and the organization. If there are aspects of the internship that are not working for you, or provide unnecessary challenge, please feel free to contact me at any time. The best way to reach me is by e-mail: cpetrescu@emich.edu or phone: 734.487.1612.

I look forward to be working with you and to develop a long and successful partnership between your agency and the Nonprofit Leadership Alliance Program!

Sincerely,

Claudia Petrescu

Claudia Petrescu, Ph.D.
Campus Director
National Leadership Alliance Program

EDUCATIONAL CONTRACT #1
Internship Requirement for
Nonprofit Leadership Alliance Program
Certification

Internship Supervisor: _____

Organization: _____

Address: _____

City: _____ State _____ Zip _____

Student _____

Date: _____

I. ORGANIZATION/AGENCY DESCRIPTION (to be completed by host organization):

II. INTERN SUPERVISOR (to be completed by host organization supervisor):

Position:

Length of service at agency:

(Please attach resume)

- 5. Fundraising Principles & Practices**

- 6. Historical & Philosophical Foundations**

- 7. Information Management & Technology**

- 8. Nonprofit Accounting & Financial Management**

- 9. Nonprofit Management**

- 10. Program Planning, Implementation and Evaluation**

- 11. Risk Management and Legal Issues**

- 12. Volunteer Management**

13. Youth and Adult Development

VI. PERSONNEL DETAILS: (be specific to avoid miscommunication and misunderstandings)

- A. Work schedule (days and hours)

- B. Holiday and sick leave arrangements

- C. Other requirements/arrangements to be made

VII. EVALUATION

Evaluation will take place through regular supervisory conferences, in keeping with the criteria established by the Nonprofit Leadership Alliance campus director. Formal evaluation will take place at mid and end of the internship.

VIII. AGREEMENT

I (student) _____ agree that it is my intention to complete this internship according to the guidelines and procedures of Eastern Michigan University to the best of my ability and complete all requirements as designated by the Eastern Michigan University and the Nonprofit Leadership Alliance Program.

(Student) (date)

(Intern Supervisor) (date)

Claudia Petrescu, Ph.D. (date)
Campus Director
Nonprofit Leadership Alliance Program

AGREEMENT OF AFFILIATION

between

Eastern Michigan University

and

Host Organization

Eastern Michigan University and _____, establish an affiliation for the purpose of providing an internship experience for students seeking certification through the Nonprofit Leadership Alliance under the guidelines of Nonprofit Leadership Alliance Program.

Article I. *In pursuance thereof, (EMU) and (_____)* agree that:

1. The purposes of the internship are:
 - a. To provide the student with a meaningful and intensive on-the-job training experience through learning activities that will meet educational and behavioral objectives established by (EMU);
 - b. To provide designated agency personnel with teaching opportunities that will enhance the experience and capabilities of the personnel and provide the host organization with the opportunity to contribute to the training of professionals in non-profit careers;
 - c. To provide (EMU) expanded capabilities to provide its services.
2. This agreement shall remain in effect until the end of (EMU's) academic year.
3. Either party may withdraw from this affiliation upon giving three months notice in writing to the other party and after provisions have been made for transfer of students.

4. (EMU) and (_____) will provide and maintain appropriate channels of communication between them relative to the internship through designated representatives.
5. On days designated as internship days, the student will adhere to working hours and service procedures of (_____). Internship day credit will be given and recognized for performance of assigned or required activities of an emergency nature or of a nature requiring the participation of the student outside the normal working hours of the internship day. (_____) will determine beginning days, holidays and ending dates for the internship.

Article II. EMU:

1. Make available to the host organization the academic resources of (EMU), including but not limited to technical assistance as contracted with the organization, consultation with faculty and attendance at educational programs.
 2. To the extent permitted by law, protect the host organization and client information obtained through the internship.
3. Bear responsibility for academic administrative elements of the internship.
4. Designate and assign an appropriate representative to serve as representative to the host organization and to visit the organization upon request and at least one time during the internship and upon the request of the organization.
5. Limit the activities of its staff at the host organization to those functions required to fulfill the terms of this agreement, unless otherwise agreed upon between the host organization and the individual staff member.
6. Provide liability insurance for student interns who are enrolled at (EMU) during the term of the internship through the college/universities (name of insurance plan, etc.).
7. Select the students or student who shall be placed at the host organization, subject to the approval of the host organization.
8. Provide information to the host organization, prior to placement of students, regarding the background, experience and educational needs of each student.
9. Assist the students in their recognition and understanding of the mission of the host organization, as well as in dealing with organization clientele, staff and administrators, regardless of race, ethnic origin, gender, sexual preference, age, religion or political beliefs.
10. Remove, upon written request of the host organization and as established in the internship handbook, any student whose performance is unsatisfactory or whose conduct is unacceptable to the host organization.

Article III. The host organization agrees to:

1. Meet the criteria described in (EMU's) internship handbook.

2. Provide students with information regarding organization's policies and procedures and orientation experiences in order to educate students about the requirements.
3. Allow the use of host organization materials in classroom discussions and assignments, as cleared by the internship supervisor in such form as to protect client identity and confidentiality and to recognize as privileged information relative to specific administrative or personnel problems of the host organization.
4. Provide suitable office space, equipment, materials, supplies and clerical assistance necessary for accomplishment of the teaching/learning tasks, as well as, when required, privacy for interviewing purposes.
5. Provide appropriate instruction and supervision by a qualified host organization representative. This supervisor is subject to approval by (EMU). The responsibility of the supervisor will be to provide coordination of internship instruction and work supervision of the student within the organization, unless a different plan has been agreed upon by (EMU) and the host organization.
6. Provide appropriate and ample time for the supervisor to attend workshops, trainings and seminars to prepare for and conduct conferences with students and to consult with the representative of (EMU).
7. Accept students for the internship with the provision that said student may participate in overall organization programs and activities, as appropriate to their educational objectives.
8. Accept any qualified students without regard to race, ethnic origin, gender, sexual preference, religion, age or political beliefs and provide an atmosphere for learning that is supportive and free of discrimination.
9. Provide opportunities for the student to reinforce learning in accordance with the behavioral objectives relating the internship with the academic requirements identified by EMU.
10. Provide reimbursement, where possible, for student travel and other expenditures on behalf of clients and the organization's business.
11. Facilitate withdrawal of the student by EMU when the placement fails to be in the best interest of the student, host organization and/or EMU. Withdrawal must follow the procedures established in the internship handbook.

HOST ORGANIZATION: _____

EASTERN MICHIGAN UNIVERSITY

By: _____
Signature

By: _____
Signature

Title Date

Title Date

EASTERN MICHIGAN UNIVERSITY
The Nonprofit Leadership Alliance
BI-WEEKLY/MONTHLY REPORT

.

Week Of _____

Student _____

Host Organization _____

Host Organization Supervisor _____

I. List your major assignments, tasks and responsibilities for this report period.

II. How have assignments, tasks and responsibilities contributed to your educational/learning goals and objectives? What was the least valuable outcome? What was the most valuable outcome?

III. What problems have you encountered, and how were they resolved?

IV. What are your personal and professional accomplishments for this report period?

V. List major assignments, tasks and appointments for the next report period.

VI. Time allocations:

* Hours spent planning, collecting materials, office/clerical work: _____

* Hours spent on observation activities for which you had no or only partial responsibility: _____

* Hours spent on activities for which you had full responsibility: _____

* Hours spent in supervisory conference with your appointed intern supervisor: _____

* Total hours for this report period: _____

VII. Personal and other comments, reactions, recommendations, observations, etc.

Student's Signature: _____

Date: _____

Campus/Executive Director's Signature: _____

Date: _____

The Nonprofit Leadership Alliance
INTERNSHIP EVALUATION FORM
___ Mid-Term (150 Hours) ___ Final (300 Hours)

Date: _____

Internship Supervisor: _____

Student: _____

Organization: _____

Organization Address: _____

Phone: _____

To evaluate the student's competence, the intern instructor and student jointly review the student's performance in terms of the criteria specified in the evaluation instrument. Following their review and discussion, the intern instructor completes this instrument using the following scale to evaluate the student's performance.

- 4 = The student demonstrates this skill or knowledge.
- 3 = The student demonstrates this skill or knowledge with little direction required.
- 2 = The student has some ability in this area, but performance continues to require close supervision.
- 1 = The student does not demonstrate this ability.
- NA = Does not apply

Following the completion of the instrument, the student reviews it and writes comments in the section indicated. If the student wishes, he or she may append an additional statement to the instrument. Finally, the intern instructor and the student both sign and date the instrument. The intern instructor sends the instrument to the Nonprofit Leadership Alliance: Nonprofit Scholars Program project manager. *Two copies of this completed form should be made so that both the instructor and the student have one for their individual files.*

Mail to:

YOUR CONTACT INFORMATION

Intern and Supervisor Input Form Performance Assessment (Mid-Term and/or Final)

Intern Name: _____

Date: _____

Supervisor Name: _____

Personal	Score: 4-1 or NA	Communication (cont'd)	Score: 4-1, or NA	Work effectiveness (Cont'd)	Score: 4-1, or NA
Demonstrates a positive attitude		Uses effective listening skills		Ability to manage time	
Demonstrates initiative		Demonstrates importance of cross-cultural communication		Ability to create short-term plans	
Demonstrates a commitment to the organization's mission		Develops positive working relationships with staff & volunteers		Ability to create long-term plans	
Exhibits responsible behavior		Able to handle constituent requests		Implementation of plans	
Understands importance of ethical behavior		Demonstrates ability to resolve conflicts		Working with others	
Demonstrates honesty and integrity		Demonstrates understanding of group dynamics		Peers & co-workers	
Demonstrates a commitment to service		Employability skills		Supervisor(s)	
Understands the importance of confidentiality		Exhibits appropriate personal appearance		Clients/constituents	
Understands the importance of accountability		Demonstrates basic computer literacy skills		Volunteers	
Communication		Work effectiveness		Risk management	
Uses effective verbal and nonverbal communication		Demonstrates problem-solving ability		Understands importance of risk management	
Uses proper grammar & vocabulary		Ability to work under pressure		Explains effective risk- & crisis-management procedures	
Demonstrates effective public speaking skills		Meets performance objectives			

Student Comments: _____

Supervisor's Comments:

Intern Signature _____ Date _____

Supervisor Signature _____ Date _____

Appendix: National Leadership Alliance Program's

Professional Competencies

Board/Committee Development

An understanding of the purpose and role of the Board of Directors in a nonprofit organization, of the dynamics between an organization's staff and its volunteer directors, and of staff support strategies.

Community Outreach/Marketing and Public Relations

An understanding of the role of community outreach and marketing strategies in building public awareness of the mission and messages of nonprofit organizations.

Diversity Awareness

An understanding of professional practice and interaction skills in culturally diverse settings, enabling the student to navigate encounters, dilemmas, and challenges in such settings.

Ethics and Values

An understanding of the importance of personal and organizational ethical standards, accountability structures, and a code of conduct for an organization devoted to public service.

Fundraising Principles & Practices

An understanding of the variety of fundraising strategies and methods used to support the mission of an organization, including grants, major and planned gifts, annual funds, and special events.

Historical & Philosophical Foundations

An understanding of the unique character and role of nonprofit organizations within American society, and an understanding of the historical and social forces that influenced the sector's development.

Information Management & Technology

Basic computer and technology literacy, and an understanding of the benefits and responsibilities associated with technology at a modern nonprofit organization.

Nonprofit Accounting & Financial Management

An understanding of basic nonprofit accounting, budget development, audits, and the monitoring of fiscal operations.

Nonprofit Management

An understanding of the central importance of mission orientation, and also of general

nonprofit management knowledge, including public policy processes, human resource procedures, and strategic planning.

Program Planning, Implementation and Evaluation

The ability to assess needs within a population, ascertain the feasibility of a program, calculate the appropriate resources and staffing necessary, implement a program, and then evaluate and improve the program to maximize resources and increase program quality and inclusiveness.

Risk Management and Legal Issues

A working knowledge of risk management, crisis management, and the basic laws and regulations under which nonprofits operate.

Volunteer Management

An understanding of American volunteerism coupled with the ability to create a volunteer program that employs effective techniques that both harness volunteer service to further the organization's mission and also foster the spirit of volunteerism.

Youth and Adult Development

The ability to develop unique activities and programs that are responsive to the different development stages and needs of both youth and adults, and an understanding of their dynamics and specific challenges involved in working with each group.

Foundational Competencies

(Other competencies to be acquired by students as part of the program)

Career Development and Exploration

Personal commitment to the mission of a nonprofit organization and an understanding of the realities and opportunities of the entry-level job market.

Communications Skills

Use of effective verbal and nonverbal communication skills, proper grammar and vocabulary in written and oral communication, effective public speaking skills, and effective listening techniques.

Employability Skills

The ability to develop an effective resume, demonstrate appropriate interviewing skills, research nonprofit organizations to determine capability with personal values and goals, and exhibit appropriate personal appearance.

Personal Attributes

The ability to demonstrate a positive attitude, initiative, ethical and responsible behavior, honesty and integrity, leadership characteristics, and time-management skills.