

Philanthropic Studies Internship Handbook

for

Philanthropic Studies Undergraduate Majors

for course credit in

PHST P490 *Internships in Philanthropic Studies*

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PHST P490: Internship in Philanthropic Studies Required for the BA Major for Undergraduates

Purpose	An internship is an Experiential Learning course; a required 3-credit course offered in Philanthropic Studies. This P490 course meets the <i>R.I.S.E. to the IUPUI Challenge</i> to engage students in active learning experiences in the community and internationally. The internship is intended to be a pre-professional experience in the nonprofit sector. Students have the opportunity to gain hands-on experience in a nonprofit organization and apply course content and theory to real world experience and practice. By design, students assume the responsibility to identify an internship that aligns with their goals. Students work with a designated Site Supervisor at the host organization and their Faculty Advisor to develop a meaningful educational experience in their area(s) of interest such as advocacy, communications, donor relations, fundraising, grant making, grant writing, marketing, program implementation, special events, or volunteer recognition and recruitment.
Time Frame	A total of 150 hours is required for the 3-credit P490 Internship Course. Schedules may vary: 10 hours per week during the 15 week semester, 20 hours per week during the summer for 8 weeks, or the approved equivalent.
Center's Role	Faculty and staff at the School of Philanthropy will <ul style="list-style-type: none">• Create a clearinghouse of information about nonprofit organizations• Consult and advise students as they brainstorm internship ideas• Maintain academic and administrative paperwork related to the internship
Student's Role	The student is responsible for finding his/her internship, making the necessary arrangements with the Site Supervisor, and completing all academic requirements in a timely manner. The student must <ul style="list-style-type: none"><input type="checkbox"/> complete FORM 1 about internship interests<input type="checkbox"/> interview with potential internship sites to find a solid match<input type="checkbox"/> meet with Faculty Advisor in PHST to confirm enrollment<input type="checkbox"/> complete the Learning Contract and Plan (FORM 2)<input type="checkbox"/> submit an electronic journal every other week<input type="checkbox"/> arrange an on-site meeting with Advisor and Supervisor<input type="checkbox"/> complete a Final Reflection Paper<input type="checkbox"/> complete the student evaluation (FORM 3)<input type="checkbox"/> ask their Site Supervisor to complete the evaluation (FORM 4)
Locale	Students typically complete the internship locally; however with additional work, students may arrange for an internship in another city or an international experience. All international internships must be formally approved by the Office of International Affairs and comply with all campus and university guidelines.

Working Students With permission of the Director of Undergraduate Programs, students who are currently working within a nonprofit organization may be able to fulfill the internship requirement by developing and conducting a new project in connection with their job that requires the application of concepts and tools acquired in their coursework.

Optional Stipend Internships may be paid or unpaid. The student should consider financial concerns when talking with their Site Supervisors about internship options.

REQUIREMENTS FOR PHST P490 COURSE

Prerequisites

Students enrolled in PHST P490 (3 credits) are expected to apply previously-learned concepts to practical situations, therefore the course is open to undergraduate students who have satisfactorily completed at least nine (9) credits in the following courses:

PHST P105	Giving and Volunteering in America
PHST P201	Introduction to Philanthropic Studies
PHST P210	Philanthropy and the Social Sciences
PHST P211	Philanthropy and the Humanities
PHST P212	Philanthropy and Civic Engagement
PHST P301	Contemporary Contexts for and Approaches to Phil.
PHST P330	Special Topics Courses: Experience Intensive
PHST P401	Ethics and Values of Philanthropy
PHST P430	Special Topics Course: Research Intensive
HIST H415	History of Philanthropy in the West
HIST H511	History of American Philanthropy
REL R379	Religion and Philanthropy
SPEA V362	Nonprofit Management and Leadership
SPEA V458	Fund Development for Nonprofit Organizations

A student must have a minimum GPA of 2.5 in PHST courses and have approval by the Director of Undergraduate Programs to be eligible to take PHST P490. Registration for P490 cannot occur until the internship is secured by the student and approved by the Faculty Advisor.

Types of Internships Suitable for PHST P490

The internship must be completed through an approved nonprofit organization. The types of activities that are appropriate for undergraduate internship credit include working with membership services, assisting with communications or newsletter, recruiting and recognizing volunteers, implementing a program, providing direct service, supporting fundraising campaign, assisting with Web design or social media, supporting advocacy and education strategies, helping with grant making or grant writing processes. These ideas should be explored during interviews. Ideally, an intern can look back upon one particular project and know that they significantly contributed to the nonprofit organization as an intern.

Faculty Advisor Responsibilities

The student selects a faculty member in the Philanthropic Studies to be a Faculty Advisor for his/her internship. The student arranges meetings with their Faculty Advisor three times during the internship; the first meeting is to explore internship opportunities, the second meeting occurs midway through the internship and typically occurs at the community site, and the third meeting occurs at the end. During these meetings, the student and the Advisor will review the experience, seek resolutions to problems that may have arisen, and discuss relevant issues. The Faculty Advisor may assign readings to enrich the internship experience.

Site Supervisor Responsibilities

The responsibilities of the Site Supervisor include many of the typical responsibilities of managing a college student volunteer. Site Supervisor agree to meet with the Intern to complete the Learning Contract and Plan during the first few weeks, introduce the Intern to staff and agency volunteers, listen to concerns and ideas of the Intern and provide feedback and advice as relevant, provide clear feedback on performance to develop and refine skills, and recognize the contributions of the Intern in formal and informal ways. In addition, Interns will arrange for a half-hour meeting with the Site Supervisor and Faculty Advisor at the site and complete a final evaluation of the Intern (FORM 4).

Student Academic Responsibilities: Personal Journal (20%)

Students are to keep an electronic journal to describe and document their internship experience with the nonprofit organization. The open-ended **DEAL** journal should **Describe** activities completed as an Intern, **Examine** challenges or success you encountered, and **Articulate Learning** from the internship experience in light of the material studied in PHST classes to date. The regular, electronic journal is a way to document learning, process critical issues or challenges that surfaced, describe meaningful “ah-hah” experiences, and keep the Faculty Advisor informed. Students should write about their experiences and email a copy to their Faculty Advisor every two weeks.

The following prompts may be helpful:

- What is most satisfying about the internship experience to date?
- What is most frustrating about the experience to date, and what are your ideas for improving your situation?
- What are you learning about nonprofit organizations?
- What are you learning about voluntary action?
- What are you learning about yourself?
- What assets exist within the organization?
- What are you learning about leadership and leadership styles?
- What are you learning about social issues that are addressed by the organization?
- What are you learning about the climate and culture of the organization?
- What is a critical incident that you have observed? What did you learn from this incident?
- What is the value of dialogue across difference, mutual respect, or creativity in this work?

The Personal Journal should cover the entire internship period and should also be printed off and turned in with the Final Reflection Paper. Typically, a consistent Personal Journal creates a strong Reflection Paper; however there is no length requirement for the journal.

Final Reflection Paper (60%)

The Final Reflection Paper is the formal way to document learning derived from the experience. Qualities of excellent writing are expected, and length of the paper may range from 6-9 pages, double-spaced. As with the journal, use the three-part **DEAL model** of reflection to **describe**, **examine**, and **articulate learning**.

The shortest part of the paper is the **description**, as the journal has typically provided a good description of the activities. Summarize the most important activities that you completed as an intern. The next part **examines** a couple of key issues that you faced and why these issues were important to your development and learning.

In the third part, **articulate learning** as it relates to the learning outcomes for Philanthropic Studies and the Principles of Undergraduate Learning. Review the following list of learning outcomes for PHST Majors, and *identify three outcomes* that were gained through the internship experience. In addition, review the Principles of Undergraduate Learning and specifically articulate learning as it relates to *PUL 3, Integration and Application of Knowledge*. When it makes sense, cite ideas or authors from course readings.

Conclude the Final Reflection Paper by describing how this internship experience has influenced your future career goals.

Evaluation

Grades in P490 are based on the following evidence:

- Personal Journal (20%)
- Final Reflection Paper (60%)
- Three meetings arranged by the student (initial, on-site, post experience) with Faculty Advisor (10%)
- Timely completion of all paperwork, FORM 1, FORM 2, FORM 3 and evaluation by the Site Supervisor, FORM 4 (10%)

Learning Outcomes for Philanthropic Studies Major
Knowledge of Philanthropic Traditions in Societies
<ul style="list-style-type: none"> * Explores philanthropic traditions through multi-disciplinary perspectives * In-depth or complex understanding of various philanthropic traditions * Ability to articulate cross-cultural comparative perspectives of philanthropic traditions * Examines the historical trends of philanthropy and implications of how historical events shape philanthropic activity * Examines implications of new trends in philanthropy in 21st century global context
Knowledge of Ethics, Values, and Personal Motivations in Philanthropic Actions
<ul style="list-style-type: none"> * In-depth or complex analysis of various ethical frameworks that contest the “common good” and form the basis for philanthropic activity of individuals in society * Makes informed and principled choices when involved in community-based service experiences * Resolves ethical dilemmas based on principled perspectives * Interprets concepts of moral imagination, mutuality, reciprocity, serial reciprocity, and tolerance to understand various approaches to philanthropy
Understanding of Society and Ways to Address Social Issues through the Non Profit Voluntary Sector and Public Policy
<ul style="list-style-type: none"> * In-depth or complex understanding of society and social issues (sources, solutions, interrelationships among problems or social issues, role of nonprofit and government agencies) * Understands relationship between philanthropic activity and public policy * Analyses various theories of why nonprofit organizations exist * Ability to articulate cross-cultural comparative perspectives of NPVS and civil society in 21st century global context * Analyses the interconnectedness between local and global issues and strategies used to address issues
Communication Skills
<ul style="list-style-type: none"> * Creates and shares information that can inform public policy in particular area of social need * Proposes solutions to address a community problem through effective interpretation of quantitative or qualitative evidence * Prepares formal presentation on personal scholarship or research as it relates to Philanthropic Studies * Submits grant proposal to secure funding to support new philanthropic activity.
Collaboration and Deliberation Skills (includes diversity, interconnectedness, mutuality, and respect)
<ul style="list-style-type: none"> * Demonstrates ability to work within a group to articulate and achieve a common good * Demonstrates an understanding of mutuality or reciprocity with others * Describes the need for consensus-building to address a social issue * “We-ness” (sees and describes self in relationship with society/community) * Ability to express own perspective while valuing others’ opinions * Values cultural diversity and how it enhances society
Self-Identity; Civic Identity (includes civic responsibility and personal commitment)
<ul style="list-style-type: none"> * Expresses a coherent understanding of the connection between Philanthropic Studies and their personal and professional goals and aspirations * Integration of personal abilities and limitations to address social issues and to serve others * Describes realistic assessment of the personal impact they can have on social issues * Personal values clearly align with civic actions * Commitment to service is well-integrated into his/her self-identity * Demonstrates strong commitment to continued service involvement in their future
Value of Education in Philanthropic Studies to Address Social Issues
<ul style="list-style-type: none"> * Describes intentional choice of major or career path to improve society or to serve others * Understands how their personal knowledge and skills connect to addressing social issues and serving others * Describes education as a privilege/opportunity that places an added responsibility to act on behalf of others (societal benefit)

INTERNSHIP PROCESS

Prepare

- Some students begin preparing for the internship as soon as they arrive on campus; others wait until the semester prior to the internship experience.
- The internship may be completed only after 9 credit hours in PHST; many students choose for the internship to be completed near the end of their academic program.
- Use **FORM 1**, the Undergraduate Internship Information Form, to help identify internship interests. It is important to be clear about your personal values and goals.
- Schedule a meeting with a Faculty Advisor at the School of Philanthropy to discuss internship objectives and potential placement sites.

Investigate

- The School of Philanthropy maintains a list of potential internship sites.
- Talk with other students about their internship experiences.
- Consult with faculty and staff at the School of Philanthropy. Typically, it is through conversations and connections with others that internship sites are identified.
- Search the web, http://www.iupui.edu/common_theme/2011/resources/.
- Visit and interview with at least two potential internship sites; meet with the staff to determine if the organization and work environment is a good fit for your goals. Ask questions to determine if you will receive good supervision and mentorship through the experience.
- Do not compromise, as a strong internship experience has multiple benefits for your future employment options.

Enroll in Course

- After the internship site is confirmed, P490 students select a Faculty Advisor.
- Via e-mail, request approval from Director of Undergraduate Programs to register for the course. Include student ID number with request. The Student Services Coordinator will give class permission for registration.
- Register and pay for the P490 course for the appropriate semester or summer session.

Intern

- Dress appropriately for the context and arrive on time.
- Within the first few weeks of an internship, complete and submit **FORM 2**, the Learning Contract and Plan to your Faculty Advisor. This Learning Contract and Plan is to be completed in collaboration with your Site Supervisor.
- Ask questions, take initiative, be flexible...especially during the early weeks. You are adapting to a new environment and they are adapting and getting to know you and the skills you will bring to the organization.
- Be “charitable” in your disposition with others, as you are always a guest at the community site.

- Keep in mind that you are *always representing IUPUI* when you are an Intern. More specifically, you are *also representing the School of Philanthropy*. Positive perception of community partners is key to the long term success of the program.
- Ethical and responsible behavior is of utmost importance. *Always communicate* with your Site Supervisor over issues, changes in your schedule, or new projects.
- Maintain a Personal Journal throughout the Internship. Submit your electronic journal to your Faculty Advisor every other week.
- Arrange a due date with your faculty supervisor for your Final Reflection Paper.
- When developing your timeline for the Internship, keep in mind that grades are due to the Registrar immediately after final exam week.

Evaluation and Follow-Up

- 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.
- After all of the paperwork and assignments related to the Internship have been submitted to your Faculty Advisor you will receive a grade.
- Follow-up with your Site Supervisor and sponsoring agency as desired. At the minimum send a thank you note. You may choose to send a copy of your Final Reflection Paper.
- You and your Faculty Advisor should make sure that **all FORMS are filed** with the Student Services Coordinator at the School of Philanthropy.

FORM 1 Undergraduate Internship Information Form

This form is to assist you in identifying internship opportunities to fulfill the requirement for PHST P490.

Name _____ Date _____

Phone(s) _____ Email _____

Credit Hours completed to date _____ Credit Hours in PHST completed to date _____

Expected graduation date _____ Faculty Advisor _____

When would you prefer to do your Internship? You will be involved for 150 hours and typically this is 10 hours per week for 15 weeks; special accommodations can be made to align with your schedule.

Fall Semester _____ Spring Semester _____ Summer _____

What type of nonprofit organization do you prefer? Check all that apply. Keep in mind your minor area of study, your personal interests, and your future employment and career goals.

- | | |
|---|--|
| <input type="checkbox"/> Community/Corporate Foundation | <input type="checkbox"/> Grassroots Community Organization |
| <input type="checkbox"/> Environmental Organization | <input type="checkbox"/> Research/Policy Organization |
| <input type="checkbox"/> Faith-based Organization | <input type="checkbox"/> Advocacy/Social Justice Organization |
| <input type="checkbox"/> Health or Human Service Organization | <input type="checkbox"/> Youth Serving Organization |
| <input type="checkbox"/> Arts/Cultural Organization | <input type="checkbox"/> Immigrant or International Organization |
| <input type="checkbox"/> Social Entrepreneurship | <input type="checkbox"/> Membership Organization |

Other ideas _____

What size of nonprofit organization do you prefer? Or, it may not matter to you.

Small (less than 5) Medium (less than 20) Large (more than 20)

What functional areas are of most interest to you? Rank each as low, medium, or high.

- | | |
|--|--|
| <input type="checkbox"/> Membership Services | <input type="checkbox"/> Communications/Newsletter |
| <input type="checkbox"/> Volunteer Recruitment/Recognition | <input type="checkbox"/> Program Implementation/Service Delivery |
| <input type="checkbox"/> Fundraising/Donor Relations | <input type="checkbox"/> Web design/Social Media |
| <input type="checkbox"/> Advocacy/Education Strategies | <input type="checkbox"/> Grant Making/Grant Writing |
| <input type="checkbox"/> Other ideas _____ | |

After your first meeting with your Faculty Advisor, list the names of three nonprofit organizations you plan to explore, or next steps you will take to talk with others about Internship opportunities.

Return this completed form to the Director of Undergraduate Programs.

FORM 2 Internship Learning Contract & Plan

PART I • THE LEARNING CONTRACT

Student's Name _____

Nonprofit Organization Providing Internship _____

Address _____

City, State, Zip _____

Site Supervisor's Name _____

Title _____ Phone(_____) _____

Email _____

Date of Internship: Beginning _____ Ending _____

Anticipated Weekly Schedule _____

Site Supervisor: I have discussed ideas and negotiated with the student to identify appropriate tasks as indicated in the "Learning Plan." I agree to provide the Intern with an orientation to the organization including information on human resource procedures, responsibilities, and safety issues relevant to the organization. I agree to meet with the Intern regularly and to be available for conversations and advice for the duration of the Internship. I agree to host a site visitation by the Faculty Advisor if feasible and to evaluate the student and the Internship at the end of the term.

Signature _____ Date _____

Faculty Advisor: I have discussed ideas 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 three times, to evaluate the student's Final Reflection Paper and to discuss the Internship with the Site Supervisor when 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 policies and procedures and to the appropriate standards of ethical conduct. I agree to bring problems, concerns, and questions to the attention of my Site Supervisor and/or Faculty Advisor.

Signature _____ Date _____

PART II • THE LEARNING PLAN

Meet with your Faculty Advisor and Site Supervisor to discuss and complete your "Learning Plan." 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. You may wish to produce a rough draft of your Learning Plan to review and discuss with others 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. This Internship may be terminated by the mutual agreement of the Faculty Advisor, the Site Supervisor, and the Intern.

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

1. List three learning outcomes for your Internship - what you expect to learn before the end of your Internship. It may be helpful for you to refer to the learning outcomes for a major in Philanthropic Studies.
2. List at least two strategies for each learning outcome - specific actions you propose to take or tasks you will complete as an Intern with the organization.
3. Describe, if relevant, any products that you are responsible for creating as part of your Internship (e.g., a newsletter, a public presentation, a brochure).
4. Plan to meet at least three times with your Faculty Advisor throughout your Internship. If you are going to work outside of Indianapolis, you should plan alternative ways (e.g., e-mail, phone) to meet during your Internship.
5. As you prepare your Learning Plan, be as careful, thorough, and specific as possible. If helpful, include due dates for the tasks.
6. Revisit the Learning Plan with your Site Supervisor, and modify as appropriate during the Internship.



FORM 3 Student's Internship Evaluation

(To be completed by the student Intern.)

Student's Name _____

Name of Nonprofit Organization _____

Site Supervisor's Name _____

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

Briefly describe your responsibilities as an Intern:

What contributions did you make to the organization during your Internship?

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

Additional comments you would like to make about this Internship site:

Return this form to your Faculty Advisor or Director of Undergraduate Programs

- I hereby waive my right of access to the information recorded above so that this information can be shared.
 I do not waive my right of access to the information recorded above and prefer that this information is kept private.

Student Signature _____

Date _____



FORM 4 Supervisor's Internship Evaluation

(To be completed by Site Supervisor.)

Student's Name _____

Name of Organization _____

Address _____

Site Supervisor's Name _____

Title _____ Phone (____) _____

Date of Internship: Beginning _____ Ending _____

Approximate hours contributed by intern: ___ less than 150 hours ___ 150 hours ___ more than 150 hours

In what ways did his/her work as an Intern "add value" to your organization?

What strengths does he/she have and what areas would benefit from continued improvement?

Would you be willing to host another Philanthropic Studies undergraduate major as an Intern in the future? Please explain why or why not?

Additional comments or recommendations to share about this Intern or about the Philanthropic Studies program at IUPUI:

Signature _____

Date _____

Please return this completed form to Pamela Clark, Director of Student Services & Admissions; pamelac@iupui.edu, The Indiana University School of Philanthropy at IUPUI, 550 West North Street, Suite 301, Indianapolis, Indiana 46202, or fax to (317) 684-8900.

Thank you for supporting the learning and contributions of our students. Your role as a co-educator is so very valuable to the education and professional development of our graduates.

Representative List of Agencies in Indianapolis and Central Indiana

See also http://www.iupui.edu/common_theme/2011/resources/.

Agency name	Type of Organization
Bicycle Action Project	Grassroots nonprofit, youth
Central Indiana Community Foundation	Community foundation
The Children's Museum	Museum
Conner Prairie Pioneer Settlement	Living history museum
Eiteljorg Museum	Museum, native American history
Girls, Inc.	Grassroots nonprofit, youth
Gleaners Food Bank of Indiana	Human services, food bank
The Health Foundation of Greater Indianapolis, Inc.	Independent foundation
Hispanic Center	Grassroots nonprofit, community center
Indiana Grantmakers Alliance	Statewide membership organization
Indiana State Museum Foundation	Fundraising arm of state museum
Indiana University Foundation	Fundraising arm of state university
Indianapolis Art Center	Nonprofit visual arts center
Indianapolis Museum of Art	Art museum
Indianapolis Neighborhood Housing Partnership	Nonprofit housing agency
Indianapolis Neighborhood Resource Center	Community development
International Center for Indianapolis	Grassroots nonprofit, intn'l visitors
International School of Indianapolis	Educational
Irwin Family Foundation	Foundation
Julian Center	Grassroots nonprofit, domestic violence
Lumina	Foundation
Peace Learning Center	Nonprofit, youth, conflict resolution
Susan B. Komen Breast Cancer Foundation	Foundation
WFYI Public Radio 90	NPR affiliate
Young Audiences of Indiana	Grassroots nonprofit, arts organization
Youth as Resources	Grassroots nonprofit, youth
Youth Job Preparedness Program	Grassroots nonprofit, youth

The following pages include sample letters or emails for use during various stages of the Internship process. Tailor to meet your own needs and always proof before sending.

Sample Letter/Email 1: "Letter of Inquiry"

Date

Nonprofit Organization
Somewhere, State, Zip

Dear Contact Name:

I am an undergraduate student majoring in Philanthropic Studies at Indiana University-Purdue University Indianapolis. As a required component of the program, I am seeking an Internship during (*summer, fall, spring*). I have a strong personal interest in the area of [*add specific area here, e.g., homelessness, environment, community development*] and as I looked for nonprofit organizations in this field, your organization has come to my attention. In exploring your website I am particularly interested in (*list specific programs or activities*). I would like to schedule a time to meet within the next few weeks to explore the possibility of working as an Intern within your organization.

Students who major in Philanthropic Studies take a variety of courses related to the history and cultural traditions of philanthropy. In addition, we take courses to improve our understanding of the nonprofit sector, including management and fund development. As a new degree program offered through the School of Liberal Arts, our coursework provides a well-rounded education. This internship will add practical experience to my coursework.

My experience and skills that may be relevant to your organization include [*highlight your strengths such as organizational skills, interpersonal communication skills, marketing, technology, program development*].

I will plan to call you within the next week to set up an informational interview. In the meantime, if you have any questions, please call me (number here) or contact Tyrone Freeman, Director of Undergraduate Programs, tyfreema@iupui.edu or (317) 278-8974. I look forward to talking to you soon.

Sincerely,

Student's Name

Sample Letter/Email 2: "Thank You for Opportunity to be an Intern"

Date

Nonprofit Organization
Somewhere, State, Zip

Dear Contact Name:

Thank you for giving me the opportunity to complete my Internship with *[name of organization]*. I look forward to working with you and learning more about *[mission or cause]*. Hopefully, my contribution as an Intern will be as valuable 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 wonderful opportunity. Should you have any questions, please do not hesitate to call me at home (number here) or you can contact me through the Director of Undergraduate Programs at Indiana University School of Philanthropy at (317) 278-8974.

Sincerely,

Student's Name

Sample 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 Director of Undergraduate Programs, at the Center on Philanthropy (317) 274-4200.

Signed,

Student's Name

Date _____

Director of Undergraduate Programs
The Center on Philanthropy at Indiana University

Date _____

LETTER 4: "Follow-up Thank you"

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 a wonderful 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.

[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: Final Reflection Paper [optional]