

University of Michigan School of Information
MSI and MHI Internship
Course (SI 681/SI 690) Policy
Handbook
2024-2025



About this handbook: Bookmark and reference this handbook throughout your program. If you have a question, please reference this guide first and any time you need clarification, before reaching out to the Career Development Office (CDO).

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Welcome from the UMSI Career Development Office (CDO)

Dear MSI and MHI Students,

This handbook is intended to be a guide and resource for residential program master's students to know policies and procedures for having their internship approved by the Career Development Office (CDO) to earn credit towards their degree and/or fulfill a degree requirement. As an enrolled UMSI student, you are responsible for knowing and understanding the content of this manual.

The UMSI CDO is guided by the following mission statement:

Educate, Empower, Engage

- We strive to provide innovative career education programs, courses and individualized coaching services that empower UMSI students to use their strengths in designing successful strategies for lifelong career management.
- We engage with employers locally and globally to create high touch, personalized partnerships to facilitate beneficial recruiting relationships.
- We aim to be agile and collaborative as we stay at the forefront of career development best practices among all iSchools and career centers nationwide and globally.

A commitment to diversity, equity and inclusion is a core principle of our team and our work.

We meet with students one-on-one for career coaching, provide resources, and teach career courses (SI 505) to advance students' career development skills. All workshop slides, handouts/worksheets, available workshop/panel recordings, and links to helpful tools can be found on our [CDO Canvas site](#).

Stop by our drop-in coaching hours or make an appointment via UMSI CareerLink to meet with a career coach one-on-one to discuss any of the following ([how to meet with a career coach](#)):

- Resume & cover letter reviews
- Portfolio reviews
- Internship/job search strategies
- Interview preparation & mock interviews
- Networking resources
- Salaries & negotiation

We hope that you have a productive and fulfilling UMSI experience and professional internship, and we look forward to meeting with you.

Best,

The CDO Team

Joanna Kroll, *Director*

Katie Dunn, *Senior Associate Director*

Krystle Forbes, *Assistant Director of Graduate Career Education*

Jordan Hansen, *Assistant Director of Undergraduate Career Education*

Emily Cutlip, *Career Education Coordinator*

Carina Wilson, *Career Education Coordinator*

Laura Marsh, *Employer & Alumni Relations Manager*

Nick Jones, *Employer & Alumni Relations Coordinator*

Helmi Barzak, *Engagement Center Administrative Assistant*

How to Contact the Career Development Office (CDO)

We're here to help, and there are several ways to get in touch with UMSI CDO staff. After you've referenced the handbook regarding your question or issue, you may still have questions.

- If you still have a **quick question about internships** after referencing the handbook, you can email umsi.internships@umich.edu. Our team will respond with the appropriate information or let you know if it would be best to schedule a career coaching appointment.
- If you **need to schedule an appointment** to meet with a CDO Career Coach, please use UMSI CareerLink to schedule an appointment ([how to meet with a career coach](#)).
- **CDO drop-in coaching is an opportunity to ask quick career-related questions** that can be answered in 5-10 minutes during the residential academic year. To ensure we are able to see all students who come to drop-ins, students with more intensive questions may be asked to make an appointment. The [link to join weekly CDO Drop-in hours queue](#), as well as the drop-in schedule, can be found on CareerLink in the Events tab.

If you have an **immediate concern**, please email umsi.careers@umich.edu.

Searching for an Internship?

Students planning to complete a summer internship are encouraged to **begin their internship search no later than the end of January** and to continue searching/apply until a position is secured. **Internship postings and availability typically peak starting in January and February**, but can go as late as May or June. Some industries have different recruiting timelines to be aware of (e.g., consulting starting in early fall or library/archive internships may peak in March) when planning your search.

You can also review [internship recruiting timeline trends for UMSI students](#) based on our most recent internship reports

It's recommended that students [make an appointment to meet with a CDO Career Coach](#) to discuss internship search strategies and goals, as well as [review resources available on the CDO Canvas Site](#).

Note: students are responsible for adhering to [ethical search guidelines](#).

Student & Internship Eligibility Requirements

Student Eligibility

To be considered for enrolling in an internship course and/or fulfilling the MHI internship requirement MSI/MHI students must meet eligibility criteria to submit an Internship Registration form :

- Students must **complete two academic terms** at UMSI.
- Students must be in **good academic standing**.
- Must have an established account on UMSI [CareerLink](#).

Note: Students on a **student visa or who otherwise need work authorization are responsible for adhering to their visa stipulations**. (see below for [additional information on work authorization](#))

- Students should connect with the International Center ([advising hours and contact information here](#)) to discuss options.
- Most students on an **F-1 visa will need to obtain Curricular Practical Training (CPT)** work authorization students on an **J-1 visa will need Academic Training**.

- Both CPT and academic training should be discussed with the support of the Career Development Office (CDO) and the International Center.

Internship Eligibility

UMSI students may pursue the internship experience of their choosing; however, for an internship to be approved for credit, it must meet the following guidelines:

1. Hours:
 - There must be a plan in place to work a **minimum of 60 hours during the term that the internship takes place.**
2. Supervision:
 - The student **must have a [supervisor](#) who has 3+ years of related professional work experience.**
 - Students will identify a suggested plan for how they will seek feedback, guidance, support and/or mentorship from their supervisor throughout their experience.
 - Students earning credit should not be the only expert in the work they are doing
3. Connection to Coursework and Career Goals:
 - The internship **must be related to what is taught and/or researched at UMSI.**
 - Students will provide a clear connection to **at least two (2) specific courses** they have successfully taken in their degree program,
 - The role must be a learning experience with a real-world opportunity to apply the knowledge gained in the classroom.
 - Students will demonstrate this by giving an **overview of internship tasks** as well as **how the experience advances their career/professional goals.**
 - Students will **write three learning objectives** (each with a goal, tasks/strategies and a measurement of success) before starting their internship.
4. Any student earning internship course credit for internship experiences completed outside of the United States (including international students returning to their home countries) must adhere to the [University's International Travel Policy](#), including completing the [U-M Travel Registry](#), enrolling in [U-M Travel Abroad Health Insurance](#), and [checking their destination's U-M country risk rating](#) for higher-risk travel processes.

The internship should not begin until after the student's Internship Registration is submitted and approved by the UMSI CDO.

- **Hours worked cannot be counted until the internship is approved, and all hours must be worked by the end of the term.**
- **NOTE:** International Students, as outlined above, it is the students' responsibility to obtain the appropriate work authorization in alignment with their individual circumstance.

Internship Payment & Funding: Internships may be paid or unpaid and may be offered as a part-time or full-time position (**students must work a minimum of 60 hours total to earn 1 credit**).

- If a for-profit company offers you an unpaid internship we recommend reviewing this [U.S. Department of Labor fact sheet](#).
- Students completing an unpaid/underpaid summer internship can apply for the [UMSI Internship Grant](#). Students are encouraged to apply, but we cannot guarantee funding for all applicants.
- The pay and work schedule of an internship should be determined between students and their supervisor.
- The CDO provides coaching on negotiation strategies and has several resources you may refer to on our [CDO Canvas Site](#).

What types of internships/roles are approved?

UMSI students may pursue the internship of their choosing as long as it meets the guidelines previously outlined, but students often have questions about the types of roles and/or specific programs at UM that are eligible for being approved.

The types of roles approved typically include traditional internships that are previously established or developed by the student and their supervisor.

- Note: traditional internships are not limited to roles titled “intern,” but may also be part-time, fellowships, co-ops, short-term/contract work, volunteer projects, etc.

Industry, location, modality, and/or pay are not typically a consideration when approving internships for credit as long as other requirements are met.

Other examples of approved programs or experiences might include:

- **Conducting applied research with faculty:** Consider doing applied research (e.g. moving beyond the literature review or market evaluation) to apply concepts from your UMSI degree. An example of a specific U-M program eligible for approval is the summer internship component of the [Multidisciplinary Design Program \(MDP\)](#)
- **Self-directed, entrepreneurial project:** Students may continue their own innovative projects, but will need to find an external mentor to serve as their supervisor and ensure they meet all guidelines previously outlined. Additionally, students will need to complete and submit a [Project Scoping Worksheet](#) as part of their Internship Registration.

Students interested in this option are encouraged to [make an appointment with a CDO Career Coach](#) (via [CareerLink](#)) to discuss this.

Some examples of experiences that are typically not approved for internship course credit include:

- Graduate Student Instructor (GSI), Graduate Student Research Assistant (GSRA) and Graduate Student Staff Assistant (GSSA) , and Instructional Aides (IAs)
- Taking a training course or completing a certificate
- Taking part in engaged learning extracurricular programs (such as CUT Groups, Alternative Spring Break (ASB), Design Jams, and Hack-a-thons)
- Student organization-led projects

If you have further questions, or would like to discuss your specific situation please contact the UMSI CDO at umsi.internships@umich.edu.

What about my current job?

In some situations, a student’s current part-time or full-time position may be approved:

- The work must be beyond the scope of the student’s regular job as demonstrated in [writing learning objectives](#).
- Ideally, someone other than your current supervisor would oversee your work
- All the previous [internship requirements for eligibility](#) must apply
- You cannot count any hours worked prior to when your internship registration is approved by the CDO

Students interested in this option are encouraged to make an appointment with a CDO Career Coach via [CareerLink](#) to discuss this. ([how to meet with a career coach](#))

Earning Credit for a continuing / ongoing internship

If your internship employer offers you the opportunity to continue working with them it may be possible to earn additional internship course credit. Internship Registrations submitted for continuing/ongoing internships MUST be different from what was previously submitted. The Internship Registration needs to have updated responses and new learning objectives.

Some examples for a continued experience and components of new or advanced learning could be:

- Experiencing different constraints or challenges
- Utilizing new resources or tools
- Delivering or iterating on a new product
- Taking on more complex projects or applications of previous concepts

Process Notes:

- A brand-new Internship Registration must be submitted on [CareerLink](#) for each additional term, showing opportunities for new/advanced learning, as demonstrated in your [learning objectives](#).
- Students are required to participate in the internship course for each term they are requesting credit and complete all internship course assignments

Notes for International Students: International students requiring work authorization will need to ensure they are in compliance with their visa situations.

- Typically each new academic term requires a **NEW** work authorization
- Work authorization is tied to earning credits.
- Students should ensure they do not max out on earning 9 internship course credits if there's a future term in which they may need CPT work authorization.
- See [CPT for continuing internships](#) for additional information.

Questions? Please reach out to us at umsi.internships@umich.edu or make a career coaching appointment to discuss. ([how to meet with a career coach](#))

Supervisor Requirement

To help ensure students are taking part in a structured, mentored learning experience we do have several supervisor qualifications.

A qualified supervisor will meet the following requirements...

1. Have 3+ years of professional experience with relevant expertise and/or educational experience
2. A true internship is meant for you to learn. You, the student, should not be the most knowledgeable person working on your project.
 - The 3+ years of experience do not need to be with the same company- it should include full-time work in the field, though.
3. Agree to regularly meet with the student to provide productive feedback, guidance, and the resources and equipment necessary to be successful. The CDO encourages you to share this [Internship Program Overview for Employers](#) if your supervisor has questions.

If your direct supervisor does not meet these qualifications, it may be possible to have someone else (e.g. a different team leader at your company, an external consultant, a mentor, etc.) serve as the supervisor for your Internship Registration.

If your supervisor does not adhere to these guidelines, please notify the UMSI CDO at umsi.internships@umich.edu in order to individually discuss the situation.

Register Your Internship

In order to earn credit and/or fulfill the MHI Internship requirement, students must first register their internship for credit via [CareerLink](#) for CDO approval.

Registration submission and approval should be completed PRIOR to starting the internship.

An Internship Registration form is **required for each internship experience** you'd like the CDO to approve.

The Internship Registration process allows the CDO to learn more about students' internships. The CDO will gather information to ensure both the [student](#) and the [internship](#) are eligible for credit (as outlined above).

- All internship registrations must be submitted via [CareerLink](#) by following these instructions: [UMSI Internship Registration Process](#)
- Students are responsible for submitting their Internship Registration form prior to their internship start date, and within the approval timeframe for each term.
 - The CDO only reviews internships during the following timeframes:
 - Summer: April through mid-June
 - Fall: August through mid-September (deadline is [always Friday before drop/add deadline](#))
 - Winter: December through mid-January (deadline is [always Friday before drop/add deadline](#))
- The Internship Registration form will ask the student to provide the following information:
 - The student's contact information
 - Employer and internship information (title, total hours you plan to work, start/end dates)
 - Main tasks: Description of internship role and responsibilities. This might include:
 - A copy/paste of responsibilities listed in the position description
 - A bulleted list of at least 5 general tasks you will complete
 - An outline of the project with a 5 sentence narrative about your role's contributions
 - Degree Connection: We ask that students include specific skills from UMSI coursework they will develop/strengthen through participating in the internship
 - At least 5 sentences, naming 2 UMSI courses the student has satisfactorily completed, related to the internship's tasks.
 - Career Connection: Description of how the internship connects to the student's career goals.
 - At least 5 sentences or bullet points noting how this internship will prepare a student for their career/professional goals. This might include:
 - Tools/methods to learn or practice
 - Competency development ([see here for NACE Career Readiness competencies](#))
 - Desired deliverables or products
 - Networking goals
 - Three [learning objectives](#) you hope to accomplish by the end of the internship. Each learning objective should include a goal, tasks/strategies and an outcome/measurement of success.
 - Supervisor Information: The supervisor's name, title, years of experience, and contact information (email and phone number), as well as the supervisor's LinkedIn profile link, and a link to the company's website
 - At least 5 sentences describing how you will seek feedback, guidance, support and/or mentorship during your internship
 - Documents and Forms (note this is a different page on the registration form) :
 - All students are required to upload their internship offer letter confirming their role, internship duration, and hours to be worked each week.
 - A screenshot/PDF of an email from the student's employer providing this information will also be accepted.
 - An unofficial transcript: this document should show the most recent term of enrollment and the student's up-to-date standing (grades) in the program.
 - International Students requiring work authorization should also start their CPT advisor form. Students should fill out their personal information including:
 - Name, Student ID number, & College, Degree, and Pathway
 - Credits remaining to graduation & expected graduation term
 - Course, number of credits requested, and requested semester of enrollment
 - Employer name, and internship title (as listed on offer letter)
 - *Note: MHI students completing an internship to [fulfill graduation requirements](#) may be eligible for required CPT. All MSI internships & Continuing internships should be listed as optional CPT. ([see more information here for the difference between optional and part-time CPT](#))
 - Internships outside of the US need to comply with [international internship guidelines](#).

- **Internship Outcome** (a separate form, also on [CareerLink](#)):
 - This form helps us understand your search process and additional non-required components of the experience (i.e. offer date, salary, etc.) you will be doing

UMSI CDO's Internship Registration Review Process

- The CDO team will review your internship registration submission within four business days.
- After the registration is reviewed, you will receive a status update email with one of the following next steps:
 - Feedback and a request for revision and resubmission
 - Approval with information on next steps regarding enrollment/course registration, work authorization (as applicable) and joining the SI 681/690 Canvas course site
- The CDO team's review is a two-step process where the first step focuses on whether all the information is complete, and the second step focuses on whether the registration meets the learning requirements for the internship course.
- We encourage you to check your email regularly and reply promptly to messages from the CDO team about your internship registration. We want to help keep your internship registration moving forward in the process, and your responses can help us do that.

Please review the above notes (["Register Your Internship" section](#)) about submission periods by term and remember that internship registrations should be approved before starting work. Students are encouraged to submit their registration as soon as they have access to the required information for their registration.

Writing Learning Objectives

As part of your Internship Registration you will need to **submit three learning objectives, each of which will be broken into the three parts listed below.**

1. **Objective/Goal** - What will you learn from the internship? What specific skill or knowledge will you acquire by the end of your internship? Your objective statement must include action-oriented verbs that will help identify what you must do in order to demonstrate understanding. Bloom's Taxonomy provides a classification of learning objectives that may be used to [determine your action-oriented verbs](#).
 - Though there may be many parts, aim to identify one goal per learning objective.
2. **Tasks/strategies to accomplish it** - How will you accomplish your objective? This should include statements describing the steps you will take to accomplish your objective. You might consider:
 - Breaking down large goals into smaller steps
 - Listing tasks, methods, and/or strategies you will engage in
 - Identifying the resources and tools you will use
 - Noting who you can ask for support to answer your questions or give feedback throughout the internship process
3. **Measurement of success** - How will you indicate you have accomplished or finished the learning objective? This could include what you will be able to do, say, make, write, etc. in order to show what you've learned. This could also include specific criteria that could be used to evaluate whether or not you have achieved the objective.
 - You may think about this as the deliverable, key performance indicator (KPI), or desired outcome.
 - NOTE: Getting feedback is a great way to facilitate success; however, the feedback itself is not a measurement of success. In this case, ask yourself what do I want to hear/learn from in this feedback. Who should be delivering it? When?

To draft your three learning objectives we recommend spending some time reviewing descriptions for your ideal post-graduation job, and considering how your internship will provide a stepping stone to developing/strengthening the skills or experiences required.

Your learning objectives can be academic, professional, or personal as described below:

Academic: Application of concepts or theories from UMSI courses and/or development of new knowledge and understanding.

Professional: Skill development related to the UMSI program and your career path; and/or general competencies such as oral and written communication, critical thinking, organization, problem-solving, decision making, leadership, interpersonal relationships, technical skills, etc.

Personal: Personal development such as self-awareness, self-confidence, sensitivity and appreciation for diversity, emotional intelligence, clarification of values, and refinement of career goals/next steps.

***Note: only 1 of your 3 learning objectives should be a personal goal.**

Things to consider:

- Would you like to gain greater depth of skills or experiences? If so, choose objectives that build upon your coursework or previous experience to give you greater expertise in particular areas.
- Would you like to gain a breadth of skills or experiences? If so, choose objectives that complement your coursework or previous experience to give you a broader background.
- Consider whether or not your objectives are realistic to accomplish within your internship timeframe.

Learning Objective Example:

- **Objective:** I'd like to expand my professional network and learn about different career paths within healthcare [or insert your area of interest!].
- **Tasks/strategies used to accomplish it:** Within one month, I am going to contact three local alumni to meet for coffee and conduct an informational interview. To prepare I will review the CDO's "TIARA" workshop slides and develop a list of questions to ask. At each informational interview, I will ask for additional resources to look into, or professionals to connect with.
- **Measurement of success:** By the end of the summer, I will have completed 3 interviews and anticipate having learned more about the day-to-day of different roles, which I will consider as I plan my upcoming job search. I will create a list of job titles I am interested in based on this information.

Learning Objective Example:

- **Objective:** I want to learn how to develop excellent wireframes in Figma for <type of project/audience>.
- **Task/strategies used to accomplish it:** I will do this by leading or independently working on three wireframing exercises by the end of my internship. I will have each set of wireframes reviewed by my supervisor and request feedback on my method and outcome to ensure that my related knowledge and skills will grow with each exercise.
- **Measurement of success:** At the end of my internship, I should be able to create usable wireframes without any guidance.

Internship Waivers

While strongly encouraging that all students' complete an internship for their own continued professional journey, UMSI recognizes that students' each have an individual experience and goals for their degree. We provide flexibility in advancing individual goals by exploring waiver options. Students wishing to pursue a waiver should discuss their situation and options both with the Career Development team and their Academic Advisor.

Please see the [MHI Internship Waiver](#) or [MSI Internship Waiver](#)* document for specifics.

** MSI students starting after Fall 2022 do not have internship requirements and do not need to consider waiver options for graduation.*

International Internship Reminders

Any student earning internship course credit for experiences completed outside of the United States (including international students returning to their home countries) must go through additional steps to adhere to the [University's International Travel Policy](#), which includes:

- Completing the [U-M Travel Registry](#)
- Enrolling in [U-M Travel Abroad Health Insurance](#)
- [Checking their destination's U-M country risk rating](#) for higher-risk travel processes, which may require submitting an [individual safety plan](#).

Note: The UMSI CDO internship team will not be able to approve international Internship Registrations until we've confirmed compliance with the U-M International Travel Policy.

It is your responsibility to be aware of travel restrictions and guidelines, as well as take any necessary steps, and follow up with [Global Michigan](#) if you have questions.

*What if I'm a Part-Time Student?

For students who are earning credit for their internship, it should be noted that enrollment in SI 690 or 681 counts towards tuition and fees.

Students enrolled part-time may incur additional tuition and fees for either internship course. Please refer to the UM Registrar's [Tuition & Fees](#) site for costs, and we always encourage you to call that office to confirm those costs. We also advise you to call the [Office of Financial Aid](#) to calculate specific costs for your personal financial situation.

Part-time MSI students are encouraged to [meet with a CDO Career Coach](#) via [CareerLink](#) early to discuss internship course credit options and plan ahead.

Grad Care Health Coverage

If you currently have GradCare health coverage and will be off-campus for the semester, you should complete the [GradCare off-site registration form](#) and submit this prior to leaving. Additional information about GradCare can be found at <https://hr.umich.edu/benefits-wellness/health/health-plans/gradcare>.

All students are encouraged to check with their health insurance provider to see if they need to report their location to ensure coverage continues.

Again, students interning abroad are required to purchase UM Travel Abroad Health Insurance, which can be found at <https://uhs.umich.edu/tai>.



UMSI Internship Funding

The **UMSI Internship Grant** is designed to support UMSI students, regardless of citizenship, pursuing high-quality spring/summer internships both domestically and internationally that are unpaid or low-paying. Internships should be a minimum of 180 hours and meet the guidelines of the UMSI Internship Program to provide a learning opportunity that connects to a student's academic and career goals. The overall aim of the UMSI Internship Grant is to help **defray living costs** during your internship, not provide a wage. Grants should not be used for research

projects that have eligible funding through support by faculty grants. The Grant is based on the availability of funds, which fluctuates annually. We cannot guarantee funding for all applicants.

Review all Internship Grant policies and apply on [M-Compass](#).

***Note:** Students selected to receive an Internship Grant for experiences outside of the United States (including international students returning to their home countries) must go through additional steps to adhere to the [University's International Travel Policy](#), including completing the [U-M Travel Registry](#), enrolling in [U-M Travel Abroad Health Insurance](#), and [checking their destination's U-M country risk rating](#) for higher-risk travel processes.

Work Authorization

Work authorization is part of the student eligibility for internship course credit. See above for full details on [student](#) and [internship](#) eligibility for internship course credit, which will influence work authorization.

Note: The UMSI CDO can certainly help answer questions you may have about the work authorization process, but know that the [U-M International Center's advisors](#) are the experts when it comes to work authorization and maintaining lawful status of your Visa. Students have the responsibility for ensuring they are in compliance with regulations affecting their visa status.

In most cases, work authorization is approved term-by-term and for each individual experience.

Work Authorization Options:

Students with an active F-1 Visa must complete the process for securing **Curricular Practical Training (CPT) work authorization while completing off-campus work^{^^} (including unpaid work)**. This includes living in the U.S. and working for an international employer.

^{^^}“Work” is not well defined and might be considered an internship, co-op, fellowship, projects, contract, or part-time roles. Students should refer to [Employment and Volunteering](#) guidelines on the International Center's website, and consult with the International Center before engaging in experiences with off-campus employers, partners, and/or organizations. ([advising hours and contact information here](#))

- If you are working on-campus (including Michigan Medicine), CPT is not always necessary, unless the work is primarily working with off-campus partners/clients. You should connect with the International Center ([advising hours and contact information here](#)) if you are working on campus more than 20 hours/week.
- If you are living and working outside of the U.S., CPT is not necessary

Important note: All CPT for MSI students is considered Optional CPT. MHI students fulfilling the internship requirement for graduation may be eligible for required CPT. ([see more information here for the difference between optional and part-time CPT](#)).

Important note for [AMDP students](#): CPT work authorization may not be available to you for internships happening between the final winter term of your BSI degree and the fall start of your MSI degree. Please discuss options with the Career Development Team ([how to talk to a career coach here](#)) and with the International Center advisors ([advising hours and contact information here](#))

Many students will choose one of the below options to earn internship course credits between their senior year and the start of the MSI:

- Return to home country to work while outside of the US
- Find on-campus (including Michigan Medicine) employment
- (less common) work on [OPT](#)

Work Authorization Eligibility:

Students typically must complete an academic year (i.e., two full consecutive terms) of being enrolled full-time while physically present in the U.S. before being eligible for optional CPT.

[Students](#) and [internship](#) experiences must fit within the eligibility requirements listed above to enroll in SI 681/690 for CPT.

International students must maintain full-time enrollment or be on a Reduced Credit Load, RCL, in their final term ([more information here](#)). Visa requirements include students being on campus and in person for their coursework. Due to this, most international students must limit their academic year CPT to local jobs or working remotely.

Work authorization for students who are not on an F-1 Visa:

Students who are in the United States on a non-F1 visa (e.g. a J1 Visa), please [discuss options with the UMSI CDO team](#) as soon as possible. You can set up an appointment in [CareerLink](#) and/or email umsi.internships@umich.edu

Work Authorization Process through UMSI:

Your internship registration must be approved by the CDO team before you will be able to apply for CPT.

Timeline: The process for approval of an internship by the UMSI CDO for credit and processing of CPT by the U-M International Center can take **up to two to three weeks** during peak times. Please plan accordingly when accepting an offer from an employer.

Enrollment: CPT requires enrollment in a CPT-approved course (i.e., SI 681 or SI 690) and the **term of enrollment must be when the internship takes place or the term directly before**. When CPT is required, students cannot enroll in SI 690 the term after their internship takes place.

Students on a F-1 Visa should take the following steps in order to secure CPT:

1. Review the [CPT information on the U-M International Center website](#).
2. Register your internship in [CareerLink](#) as soon as you have secured an internship and indicate that you are on a student visa.
 - a. You will need to upload your offer letter/[detailed training description](#) and unofficial transcript.
 - b. See [registering your internship](#) for more details.
3. Once your internship is approved, the UMSI CDO will contact you to **provide you with a signed CPT Advisor Form via email**. This email will also include your next steps.
4. **Course Enrollment:** pending your term of enrollment, the CDO will provide information on next steps (either using permissions to enroll or waiting to see the course appear on your transcript for retroactive enrollment). SI 681 or SI 690 MUST show up on your transcript before you can apply for CPT through the International Center (step 5)
5. Following processing by the UMSI CDO, you will **provide all [necessary documents](#)** to the U-M International Center to **[apply for CPT](#)**.
6. Once processed, the **U-M International Center will provide you with an updated I-20 showing CPT endorsement** and the exact dates for which you may legally work in the United States.
 - a. Students should not be working outside of their approved authorization.
7. After you receive CPT you **may also need to [apply for a Social Security Number \(SSN\)](#)**. Employers will typically ask for a SSN when you begin work. [You may legally start working in the U.S. without an SSN](#), as long as you can prove you've applied for one.
8. Students are required to participate in SI 681/690 and complete all course requirements and assignments to receive a pass/fail grade.

CPT and continuing internships for UMSI students:

If you are continuing an internship into a new term and/or starting a new position in a new term, you will need to apply for CPT again. CPT is granted term to term and always requires course enrollment in SI 690 or SI 681.

Students should keep in mind they may only earn a **maximum of 9 internship credits towards their MSI or MHI degree** and plan accordingly for ensuring they'll be able to take SI 690 or SI 681 for CPT.

Students must maintain full-time enrollment or be on a Reduced Credit Load, RCL, in their final term ([more information here](#)) during fall and winter CPT. Due to this, most students must limit their CPT during the academic year to local jobs or working remotely.

Note: Ongoing experiences must be eligible for credit according to the [continuing/ongoing experience guidelines](#) listed above.

In order to apply for CPT in a new term you will take the [same steps listed above](#).

CPT in your last term of enrollment in your UMSI program:

International students with an F-1 Visa cannot participate in an internship that requires CPT authorization their last term at UMSI if the internship course (SI 681 or SI 690) is the only class on their transcript. Additionally, an international student cannot take part in an internship that requires CPT authorization in their final term at UMSI unless they are enrolled in other coursework that is required to graduate. The exception to this is if you have not earned the necessary amount of SI or total credits needed to graduate, and will fulfill this by taking an internship course.

If you've completed all coursework for the MHI or MHI, but need to earn internship course credit in your second summer as an UMSI student to earn enough credits to graduate, this would make spring/summer your final term of enrollment and delay your official graduation date to August. In order to be eligible for CPT, you would be required to enroll in SI 690 for 1 credit in spring/summer and pay tuition. When seeking CPT in your final term of enrollment, the U-M International Center typically indicates that your best option is to stay and work in Ann Arbor or Southeast Michigan to not raise red flags with immigration for future work authorization.

If you wish to request enrollment in a reduced course load for your last term at UMSI, review information on the [UM International Center's website](#) and contact umsi.registrar@umich.edu for an RCL Recommendation Letter.

UMSI Internship Course (SI 681/SI 690) Overview

In addition to reading this overview, students must read the section of this handbook that pertains to their specific degree program. See the [MHI](#) and [MSI](#) Requirement notes below.

***NOTE: Internship course enrollment is only applicable to MHI students who started their degree program fall 2023 or later OR are MHI students who started their degree program prior to fall 2023 and are seeking CPT approval for continuing internships.**

Overview:

Internships are structured work experiences related to a student's degree program and career goals. This experience should enhance a student's academic, career, and professional development. True internships are a learning experience for the student and therefore must be supervised by a professional in the field. See the [National Association of Colleges and Employers definition of an Internship](#).

Please see [student](#) and [internship](#) eligibility for more details.

Internship hours may be worked at one or more internships, but **no hours worked may be counted until students have completed two semesters enrolled as a UMSI student and an Internship Registration is approved by the UMSI CDO**. See individual degree requirements and policies for additional details ([MSI](#) | [MHI](#)).

The majority of MSI/MHI students will take part in the UMSI Internship Courses during the summer between their first and second year in the program, but there is flexibility to take part in an internship during the academic year (after completing the first year, or two academic terms, in degree program).

Course dates: The SI 681/SI 690 Canvas courses run alongside an approved internship. Students will be added to the Canvas site, which includes the syllabus, after their internship has been approved by the CDO. This course will happen the same term as you complete your internship, no matter the term of enrollment. (see [registration timeline](#) and [enrollment details](#))

Tuition notes: Students are responsible for tuition costs associated with their enrollment in internship courses. Residential Masters students enrolled full-time typically do not incur additional fees for SI 681 or SI 690 but you are encouraged to refer to the UM Registrar's [Tuition & Fees](#) site for additional guidance. Part-time students will want to refer to [part-time student enrollment](#) section of this handbook for additional guidance. Please see this important note about [over the credit limits](#).

Instructional Mode: The SI 681/SI 690 courses are **completely online and asynchronous via Canvas**.

Assignments & Requirements: During SI 681/SI 690, students will reflect on the work they are doing at their internship(s) individually. Assignments typically include the following:

- **Check-in surveys** to see how your internship is going at multiple points throughout the experience
- **Multiple reflective narratives or activities** to identify takeaways and next steps from your internship experience
- **Create an Internship Overview Slide Deck** documenting and demonstrating your learning outcomes
- **Complete a Post-Internship Survey**

Note: Assignments may vary between summer internship courses and academic-year internship courses

What is the difference between SI 681 and SI 690?

	SI 681	SI 690
Most popular for:	Internships completed in the summer	Internships completed during the academic year
Term of enrollment	Winter prior to summer internship ONLY	<ul style="list-style-type: none">• Offered in all terms• No retroactive enrollment• Must be taken at the same time the internship is happening
Enrollment Process	<ul style="list-style-type: none">• Prior to winter drop/add final deadline students enroll using late add procedures• Most commonly CDO team facilitates retroactive enrollment	Students use permissions sent by course instructor to enroll

Credits	1-6	1-6
Counts towards degree progress?	Yes	Yes
Eligible for CPT?	Yes	Yes
Grades	Pass/Fail	Pass/ Fail

Course Enrollment Process

In addition to following the [Internship Registration](#) process previously outlined, MSI and MHI students hoping to enroll in one of the internship courses, will want to be aware of the following processes.

- **SI 690**
 - **All students:** You will receive an automated email notification that your permission to enroll has been granted after the CDO has approved your Internship Registration. Once you receive your course permission email, you may use that information to register in Wolverine Access.
 - If you miss the drop/add deadline, here are instructions for [requesting a Late Add in Wolverine Access](#).
- **SI 681**
 - For students registering an internship in April ahead of the final drop/add deadline, they can enroll themselves in SI 681 following [the late/add drop instructions](#).
 - **Students not requiring CPT:** We will process your enrollment in SI 681 after you have an approved Internship Registration. This typically happens mid- to late Summer. You do *not* need to enroll yourself in the course.
 - **Students requiring CPT:** Course enrollment must be completed before you may apply for CPT. We will process your enrollment in SI 681 after you have an approved Internship Registration. The CDO will still need to review and approve your Internship Registration prior to providing the CPT Advisor Form.

What if the internship course will put me over the 18 credit limit as a full-time enrolled student?

- For students who enroll in SI 681/SI 690, it is possible that the additional credits added to your schedule will put you over the 18 credit limit at UMSI.
- If you are in good academic standing (not on academic probation) you will receive an automatic over-the-credit-limit waiver as part of the late add enrollment process.
- If you are on academic probation you may need to seek advice from your academic advisor before proceeding. You will be notified if this is the case.
- Graduate full-time tuition is charged as a flat fee and no additional tuition or fees are incurred for going over the 18 credit limit.
 - However, keep in mind that part-time enrollment works differently. If you are [enrolled part-time](#), you will likely have to pay for internship courses (like all courses) according to the registrar's tuition and fees.

Earning credit towards graduate certificate programs

If you are an MHI or MSI student interested in earning internship course credit towards a certificate you must first see what's possible and explore options provided by your certificate program.

- If the certificate program requires you to earn internship credit through your home unit you may request credit for an approved internship from the UMSI Career Development Office as long as you are eligible to earn internship course credit and the internship meets the guidelines of the UMSI Internship Program.

- The maximum amount of internship course credits you can earn as an MSI/MHI student is 9 credits. If you have already earned 9 credits from approved internships, you are not eligible to earn additional credits and the CDO will not be able to work with you to earn internship credits specifically for your certificate program.
- If you are eligible to earn additional internship course credits and the CDO approves your internship, it will be your responsibility to communicate with and/or petition your certificate program to have internship credits count towards the certificate.

MHI Internship Requirement

As a Master of Health Informatics student, it is your responsibility to know the information presented in this guide and understand that you cannot graduate from the MHI program without successfully fulfilling the MHI Internship Requirement.

All internships need to fulfill eligibility requirements, have an approved internship registration, and have completed assignments. If you haven't done so already, go back and review the following sections

- [Student Eligibility](#)
- [Internship Eligibility](#)
- [Supervisor Requirement](#)
- [Internship Registration](#)

While much of the process is the same, please see guidance for students [starting prior to fall 2023](#) and students [starting after fall 2023](#) for additional details about fulfilling the internship requirement for graduation

Fulfilling the Internship requirement (for students starting prior to Fall 2023)

Students who started their MHI degree program prior to Fall 2023 must complete 360 hours of internship work (and the associated [internship registration](#) and coursework) in an approved internship. Multiple experiences (across terms) can be combined to fulfill the requirement as long as the [student](#) and the [internship\(s\)](#) meet eligibility requirements.

These experiences provide value as students immerse themselves in the field to apply knowledge and skills gained in the program, but the experience does not count towards the credits needed for graduation.

- Internship course credits can only be earned from internships approved by the UMSI CDO. Internships should be approved **in advance** of starting your internship in order to count hours worked towards fulfilling the requirement.
- Students must submit the [Internship Registration Form](#) in order to have their internship approved by the UMSI CDO. A brand-new Registration must be submitted for each experience and term the student is requesting course enrollment.

Earning credit for internships (For Students starting Fall 2023 or later ONLY)

***Note: the curriculum plan for MHI students has changed. Students who started their MHI program before Fall 2023, will not be eligible for internship course credits. ***

Students who started their MHI degree program in Fall 2023 or after must complete at least 3 credits/180 hours of internship work (and the associated [internship registration](#) and coursework) in an approved internship. Multiple experiences (across terms) can be combined to fulfill the requirement as long as the [student](#) and the [internship\(s\)](#) meet eligibility requirements.

- Students with an approved internship and course permission may register for credits based on the approximate total number of hours they plan to work at their internship (60 hours of work = 1 credit).
 - *Please note: The hours required to earn credit are a minimum not maximum. Students may work more than the minimum required for the credits requested. If a student does not work the amount of hours they indicated on their proposal, their credits earned may be adjusted.*

- MHI students may earn a maximum of 9 credits via SI 681/690 towards their degree (Note: You may only earn a max of 6 credits per term)
- Internships course credits are regular academic credits that apply towards the 52 required total credits for the MHI degree program

ALL MHI STUDENTS: Below please find an overview of the final requirements of your MHI internship:

Throughout students' internships there are several items that must be completed. After approval of your Internship Registration, the CDO will invite students to join the **Internship Course Canvas site** (Note: students starting the MHI program prior to Fall 2023 will be added to an MHI Internship Course site vs. SI 681 or SI 690). All Internship Courses or Canvas sites are asynchronous and led by CDO staff.

Review the [UMSI Internship Course Information](#) for additional information about the class and completing the coursework. A summary of what is needed to fulfill the requirement is below:

- [Internship Registration](#)
- Note: students who may need work authorization. Review [this section](#) for additional information. You should NOT be working without the appropriate authorization.
- [Course Enrollment](#)
- Completion of assignments
 - Students starting after fall 2023 should follow requirements for the [SI internship courses](#)
 - Students starting prior to fall 2023 should follow assignments and requirements on the MHI Internship Site on Canvas
 - *Note: Each instance is a pass/fail
- **Work all Hours listed in Internship Registration:** Students are expected to work all hours outlined and approved on their Internship Registration. These hours must be worked by the end of the term in which the internship takes place. If a student does not work the amount of hours they indicated, their credits earned may be adjusted. The CDO must be contacted at umsi.internships@umich.edu if there are any changes made to the student's work plan, reducing the total number of hours they will work. Internship employers will be asked to confirm hours worked as part of their evaluation.
- **Submit Post-Internship Survey:** Students are required to submit an evaluation of the internship experience. Instructions for completing the student post-internship survey are included on the associated Canvas assignment (and will be completed on [CareerLink](#)).
- **Internship Overview Slide Deck:** All MHI students are required to complete an Internship Overview Slide Deck at the end of their internship. If you have multiple internships, you are required to create one for each internship. Additional details on creating this and what should be included, is provided in the Canvas site.
- **HI Seminar Presentations:** MHI students may also be asked to share about their internship experience and answer questions by attending one HI Seminar class session.

Earning credit for continuing internships (MHI)

If your internship employer offers you the opportunity to continue working with them it may be possible to earn additional internship course credit. Please review this [section on earning credit for continuing internships](#).

Reminders:

- MHI Students starting their degree after fall 2023 **may earn up to 9 total internship credit hours** to count towards their degree.
- Students who require [CPT work authorization](#) need to have at least 1 credit tied to each work authorization request/internship ([more information on CPT for continuing internships here](#)) Students should account for this when planning internships across multiple semesters.
 - Each new semester of work/internship requires a new CPT process. [See more here](#).

Work Authorization for MHI Students on a F1-Visa

Please see the [work authorization section of this handbook](#) for additional details on eligibility and process. The information in this section is intended to highlight the MHI specific information about required vs. optional CPT.

There are two types of CPT a student may receive: required and optional. Required CPT is when the academic program mandates practical work experience for all students in order to graduate. Optional CPT is work experience directly related to your field of study that is not required.

- Required CPT
 - For MHI students starting their degree program prior to Fall 2023: students are eligible for required CPT for experiences leading to 360 hours of internship work (which is required for graduation)
 - No course enrollment is required in this case.
 - For MHI students starting their degree program Fall 2023 or later: students are eligible for required CPT until they complete the 3 internship course credits/180 hours of time worked in an internship needed for graduation.
 - In this case, enrollment in an approved internship course would be required, following SI internship course enrollment policies and procedures.
- Optional CPT
 - For students starting their degree program before fall 2023: After students have completed the 360 hours of internship experience to fulfill graduation requirements, additional internship experiences are considered optional CPT. Since graduation requirements have been fulfilled, students with additional/extended CPT needs will need to enroll in SI 690 for 1 credit. This credit will not count towards graduation credits and enrollment should follow SI internship course enrollment policies and procedures.
 - For students starting their degree program fall 2023 or after: After the 3 credits/180 hours requirement is fulfilled, additional experiences are optional CPT.
 - Students must enroll in SI approved CPT-courses (Internship course credit) following enrollment policies and procedures.
 - Reminder students starting fall 2023 or after are eligible for up to 9 total internship course credits. After these 9 credits have been earned there is no option for CPT.

The UMSI CDO can certainly help answer questions you may have throughout this process, but know that the [U-M International Center's advisors](#) are the experts when it comes to work authorization and maintaining lawful status of your Visa.

Students that started the MHI fall 2023 or later and need CPT, will be required to enroll in a CPT-approved course (i.e., SI 681/690). The term of enrollment must be when the internship takes place or the term directly before.

Note: students must also follow the SI 681/690 course policies for when enrollment can take place.

MSI Internship Courses

Master of Science in Information students may earn up to 9 credits by taking our internship courses, SI 681/690. It is your responsibility to know the information presented in this guide if you are seeking internship course enrollment.

If you haven't done so already, go back and review the following sections of this guide:

- [Student Eligibility](#)
- [Internship Eligibility](#)
- [Supervisor Requirement](#)
- [Internship Registration](#)

Internship Course Credits

MSI students are encouraged to enroll in an internship course to earn credit towards their degree for an approved internship(s). The two internship courses offered at UMSI are SI 681 and SI 690 ([summary of internship courses available here](#)). Both are instructed asynchronously online (via Canvas) by CDO staff.

Please review the process here for [registering your internship](#), along with [enrollment guidance](#) here.

- Students with an approved internship and course permission may register for credits based on the approximate total number of hours they plan to work at their internship (60 hours of work = 1 credit).

- *Please note: The hours required to earn credit are a minimum not maximum. Students may work more than the minimum required for the credits requested. If a student does not work the amount of hours they indicated on their proposal, their credits earned may be adjusted.*
- MSI students may earn a maximum of 9 credits via SI 681/690 towards their degree (Note: You may only earn a max of 6 credits per term)
- Internships course credits are regular academic credits that apply towards the 39 required SI credits and 48 required total credits for the MSI degree program
- Notes for specialized student populations:
 - Students needing [work authorization](#)- review the work authorization guidance
 - [Part-time students](#) should see this guidance and discuss tuition impacts of internship course credit with a CDO coach as soon as they can about planning.
 - [Advanced Master's Degree Program \(AMDP\) students](#)
 - [SJTU students](#)

NOTE: Starting for students who began the MSI program in Fall 2022, internship course credit is not required for graduation from the MSI degree program. This decision was made to allow students additional flexibility when planning their degree progress. Most students will still choose to complete an internship (with or without internship course credit).

- The change to the MSI Internship Requirement was announced in Winter 2023, and as such, students who started in Fall 2022 may opt into the degree requirements from when they started the program (when 6 internship course credits were required). To do this, please be in contact with the UMSI CDO Internship Team at umsi.internships@umich.edu and the Academic Advising team at umsi.advising.msi@umich.edu

Earning credit for continuing internships (MSI)

If your internship employer offers you the opportunity to continue working with them it may be possible to earn additional internship course credit. Please review this [section on earning credit for continuing internships](#).

Reminders:

- MSI Students **may earn up to 9 total internship credit hours** to count towards their degree.
- Students who require [CPT work authorization](#) need to have at least 1 credit tied to each work authorization request/internship ([more information on CPT for continuing internships here](#)) Students should account for this when planning internships across multiple semesters.
 - **Each new semester of work/internship requires a new CPT process.** [See more here.](#)

Questions? Please reach out to us at umsi.internships@umich.edu or make a career coaching appointment to discuss.

What if I'm an AMDP Student?

AMDP students are able to earn up to 9 credits via internship courses towards their degree, but the timeline may look different than traditional MSI students. Students should begin planning for how the internship courses can fit into their academic plan once they have been admitted to the AMDP during their senior year.

- **Students typically earn internship course credit in the summer after they complete the BSI, having their internship approved by the CDO prior to starting work, complete coursework during the summer, and receive permission to enroll in SI 690 as part of their first fall term in the MSI program.**
 - Note that **international students may have special requirements** and need to work closely with the CDO and the UM International Center ([advising hours and contact information here](#))
 - See summary of [work authorization for AMDP here](#).
- Note that students who defer admission to the MSI program typically work with the CDO the summer prior to enrolling in the MSI program to have their internship approved and complete required coursework, and should register for these internship course credits in their first term as a matriculated MSI student. Students who plan to defer should work closely with the CDO to determine options available and timing for earning internship course credit.
- AMDP students who plan to enroll part-time in the MSI program will take longer than two terms to complete the program and will be assessed graduate tuition per credit enrolled. Details of tuition assessment are

located on the [UMich Registrar website](#). Students enrolled part-time will need to understand the impact of earning and paying for internship course credit.

What if I'm a SJTU Student?

- **SJTU students may earn internship course credit via SI 690 or SI 681.**
 - Students may request internship course credit for an internship happening in China during the summer after year one in the MSI program
 - Students may request internship course credit for part-time work in Ann Arbor (or remote) during fall or winter of their second year in the MSI program
 - If [work authorization](#) is needed:
 - Students may request optional CPT
 - This will require students to be enrolled in at least 1 credit of SI 690 in fall or winter
 - Students will be required to stay in Ann Arbor and be full-time enrolled or on a Reduced Credit Load, RCL, in their final term ([more information here](#)) at U-M while using CPT.
 - It may be possible for students to request internship course credit for an internship or full-time job during the summer after their second year in the MSI program, but only if they have not fulfilled their SI or total credits needed to graduate. This option will delay graduation until after the internship course is completed.
 - If pursuing this option, students should also be working closely with their academic advisor and the International Center ([advising hours and contact information here](#))
 - If work authorization is needed:
 - Students may request CPT
 - This will require students to be enrolled in 1 credit of SI 690 in spring/summer, and will be charged tuition.
 - Students will be required to stay in Ann Arbor while using CPT.
 - Review International Center's Guidance on [CPT in the final term](#).
 - Students may elect to use pre-completion OPT as their work authorization, but will need to work closely with the U-M International Center to pursue this option.
- SJTU students are encouraged to [meet with a CDO Career Coach](#) early to discuss internship course credit options and plan ahead.

UMSI Internship Course and Credit Frequently Asked Questions (FAQ)

1. **When should I register my internship: ([info here](#))**
 - a. Students should register their internship for approval by the CDO **before** starting their experience.
 - b. Registration review happens:
 - i. Summer: April through mid-June
 - ii. Fall: August through mid-September (deadline is [always Friday before drop/add deadline](#))
 - iii. Winter: December through mid-January (deadline is [always Friday before drop/add deadline](#))
2. **Is earning internship course credit required for the UMSI program?**
 - a. MSI: No, earning internship course credit is not required, but strongly encouraged.
 - b. MHI (starting prior to Fall 2023)- course credit is not required, but completing an internship with at least 360 hours is required (not for credit)
 - c. MHI (starting Fall 2023 and after): 3 internship course credits are required for graduation (student may earn up to 9 total internship course credits)
3. **When are MSI/MHI students eligible to start earning internship course credit? (see [student eligibility](#))**

- a. UMSI students are eligible to earn internship course credit after completing two terms at UMSI. The majority of MHI & MSI students request credit for a summer internship that takes place between their first and second year in the program.
- 4. How many internship course credits can I earn while enrolled as an MSI?**
- a. MHI: Only students starting Fall 2023 or after are eligible for internship course credits. MHI students may earn up to 9 total internship course credits towards their MHI degree. Students cannot receive more than 6 credits per term. Students may request 1 credit for every 60 hours they plan to work at their internship within a term, but students will need to keep in mind the total number of internship course credits that may be earned per term and towards the MHI degree.
 - b. MSI students may earn a maximum of 9 internship course credits towards the MSI degree. Students cannot receive more than 6 credits per term. Students may request 1 credit for every 60 hours they plan to work at their internship within a term, but students will need to keep in mind the total number of internship course credits that may be earned per term and towards the MSI degree.
- 5. What classes can I take to earn internship credit? ([see more about internship courses here](#))**
- a. SI 681 and SI 690 are the two UMSI internship courses for UMSI residential masters students* may enroll in. Both courses require permission and/or additional information to enroll. 1-6 credits can be earned in SI 690, with registration during any term. SI 681 is only offered for summer internships in order for students to earn 3-6 credits and retroactive winter term enrollment to avoid summer tuition costs.
 - i. *MHI students starting their degree program prior to Fall 2023 are not eligible to earn credit towards graduation requirements.
- 6. Are students automatically enrolled in an internship course? ([see more about enrollment here](#))**
- a. No, students will receive course permission and/or additional information needed to enroll themselves. Students must submit the [Internship Registration](#) in order to request internship course credit and receive course permission. Registration forms must be submitted prior to starting an internship for the UMSI CDO to review and approve. The UMSI CDO typically starts accepting Summer internship registrations in April, Fall internship registration in August, and Winter internship registration in December.
- 7. Are the internship courses graded?**
- a. Yes, students will receive a grade of Satisfactory/Unsatisfactory (pass/fail) upon completion of the course. In order to successfully pass the internship courses, students will have several assignments and requirements to complete throughout their internship.
- 8. Are there any requirements for the internship or my employer?**
- a. For an internship to be approved for internship course credit, it must meet certain standard criteria:
 - i. The internship must be related to what is taught and/or researched at UMSI. There needs to be a clear connection to specific courses the student has taken in their degree program, as well as their career goals.
 - ii. The internship must be at graduate-level and considered hands-on professional work that will be a learning experience for the student.
 - iii. The student must have a supervisor who has three or more years of professional work experience.
 - iv. The internship *cannot begin until after* the student's Internship Registration is approved by the UMSI CDO. Hours worked cannot be counted until the Registration is approved, and all hours outlined in the Internship Registration must be worked by the end of the term in which the internship takes place.
 - b. Students must have a qualified supervisor (or mentor) to oversee their internship. A qualified supervisor will meet the following requirements...
 - i. Have 3+ years of professional experience related to what it is you'll be doing. The related experience should be full-time work, but does not need to be with the current employer. A true internship is meant for you to learn. You, the student, should not be the most knowledgeable person working on your project.
 - c. A student's identified supervisor will be contacted by the UMSI Career Development Office several times throughout the internship, but responses are not required.
 - i. At the beginning of the internship employers will be emailed a thank you from the CDO and our contact information.
 - ii. At the end of the term we will send supervisors a short optional survey.
- 9. Do internship course credits count as academic credits?**
- a. MHI (starting prior to Fall 2023): No, the internship experience is a requirement for graduation but no credit is offered

- b. MHI (Starting Fall 2023 and after): Yes, credits earned via the internship courses are academic credits that count towards degree requirements.
- c. MSI: Yes, credits earned via internship courses are academic credits that count toward the 48-credit requirement of the MSI degree.

10. Can I receive pay and academic credit for an internship?

- a. Yes, you may receive pay for a credit-based internship as long as the position meets all of the standard UMSI requirements and the employer agrees to this arrangement. Pay is always negotiated between the student and their employer. The position must offer a meaningful learning experience and mentorship from a supervisor. Students will not receive credit for continuing to do an established job or using skills already in possession.

11. If I have a F-1 Student Visa, can I work off-campus? (see more about [work authorization](#))

- a. Students with a F-1 Visa require Curricular Practical Training (CPT) in order to legally work off-campus in a paid position. Students will work with the CDO and UM International Center to apply for CPT. Refer to additional information at <https://internationalcenter.umich.edu/students/f1-students/cpt>.

12. Can I work if I am an international student not on an F-1 Visa?

- a. Please contact the CDO team at umsi.internships@umich.edu to discuss your individual situation.

13. Who should I contact if I have additional questions about finding an internship or completing the internship requirement?

- a. Please contact the UMSI Career Development Office internship team at umsi.internships@umich.edu to discuss any and all internship-related questions.

Internship Search Ethical Guidelines

Your behavior throughout your job/internship search reflects upon you as a candidate as well as the University of Michigan, so it is important to conduct the search professionally and with integrity. The UMSI Career Development Office works hard to build strong employer and community partnerships. Please help us to uphold high professional standards to build and maintain strong partnerships that will impact your career success.

Once you accept an offer, withdraw all outstanding applications and cancel any remaining interviews in accordance with the [Internship & Job Search Ethical Guidelines & Policies](#). Continuing an internship or job search after accepting employment is an unethical practice.

Students should also make every effort to avoid renegeing on accepted job offers or leaving an internship before the end of your commitment. Gather information, ask plenty of questions, anticipate other offers, determine your career goals and needs, meet with a CDO career coach, request an extension on the deadline, all in an attempt to make an informed decision regarding an offer of employment. Once that commitment is made, renegeing on an accepted offer has a very negative impact ranging from personal and UMSI reputation to significant financial implications for the employer.

Before you retract a committed offer or leave your internship before the end of your commitment, you must contact the CDO and set up a coaching conversation. ([how to meet with a career coach](#)) In this meeting, you will consider your options and develop a strategy for communicating with the employer. If it is decided that it is in your best interest to leave your position, you should always provide the standard two week notice to your employer.

Failure to contact the CDO when renegeing an offer, retracting a commitment, and/or leaving a position early risks your UMSI [CareerLink](#) account being revoked for a temporary amount of time, or possibly indefinitely.

Title IX Internship Statement

Title IX protections apply on campus and extend to credit-based and required internships with off-campus employers. Title IX makes it clear that violence and harassment based on sex and gender is a Civil Rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here:

- UM Sexual Assault and Prevention Center (SAPAC) 24-hour confidential crisis line
 - (734) 936-3333 * <http://sapac.umich.edu/>
- UM Counseling and Psychological Services (CAPS)
 - (734) 764-8312 * <http://caps.umich.edu/>
- University of Michigan Police (DPSS)
 - (734) 763-1131 (or 911 for emergency) * <http://www.dpss.umich.edu/>
- UM Office of Student Conflict Resolution
 - (724) 936-6308 * <http://oscr.umich.edu>

NOTE: Members of the CDO staff team are considered [Individuals with Reporting Obligations or IROs](#). This means we connect people who share that they may have experienced sexual or gender-based misconduct with the [Equity, Civil Rights & Title IX Office \(ECRT\)](#). **We are not a Confidential resource, but we can connect you with a Confidential Resource if you would prefer to speak with someone confidentially.**

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Concerns & Questions During Your Internship

If any concerns arise throughout your internship, please know that the CDO team is here to support you. Contact us at umsi.internships@umich.edu to discuss your concerns. Additionally, if you face any professional situations that are new to you during your internship, please know that the CDO team is here to support you.

If you have questions about networking, navigating a return offer from your internship, or any other situation, please reach out to us at umsi.internships@umich.edu, email your internship course instructor as indicated on the class syllabus, and/or schedule a time to talk with a career coach ([how to meet with a career coach](#)).

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Main Links

- **UMSI CDO Career Coach Links**
 - [UMSI CareerLink to schedule an appointment](#)
 - [Talk to a Career Coach Canvas Page](#)
- **Important Platforms**
 - [CareerLink](#)
 - [CDO Canvas site](#)
 - [M-Compass](#)
- [UMSI Internship Registration Process](#)
- [CDO Internship Grant](#)
- [UMSI Internship Reports](#)
- **International Center**
 - [Advising Hours and Contact Information](#)
 - [Curricular Practical Training \(CPT\)](#)

- [Academic Training](#)
- **International Travel**
 - [Individual Safety Plan](#)
 - [U-M International Travel Policy](#)
 - [Global Michigan Country Risk Ratings](#)
 - [UM Travel Registry](#)
 - <https://uhs.umich.edu/travel-insurance>
- **Academic Plan & Course Progression**
- Academic Advising Pages
 - [MSI Academic Advising Resource site](#)
 - [MHI Academic Advising Resource site](#)
 - UMSI Advising Team
 - umsi.advising.mhi@umich.edu
 - umsi.advising.msi@umich.edu
- **Financial Consideration(s) Resources**
 - [Office of the Registrar's Current Tuition Rates](#)
 - [Student Financial Services](#)
 - [Office of Financial Aid](#)
- **UMSI Important Managed Email Accounts**
 - umsi.internships@umich.edu
 - umsi.careers@umich.edu
 - umsi.advising.mhi@umich.edu
 - umsi.advising.msi@umich.edu