



**Summer Internship Program**  
sponsored by  
The Survey Research Center

Instructions and Application Materials

**Summer 2011**  
(May 23 – July 29, 2011)

**Application Deadline**

**Tuesday, February 17, 2011**

<http://sites.isr.umich.edu/dnn/sip/>

## Overview

This document is divided into three parts.

**Part one**, beginning on page 3, describes the field of survey research, opportunities available to you as an intern, the primary purpose of the Summer Internship Program, general eligibility requirements, and a description of the review process.

**Part two**, beginning on page 5 are the instructions for completing the application process and materials that must be included in your submission (statement of purpose, resume/curriculum vitae, the application cover sheet, an official copy of your college transcript, and two letters of recommendation).

**Part three**, on page 6, is the application cover sheet that must be completed in its entirety and attached to the front of your submission.

## Application Checklist

Your packet should include:

- A Completed Application Cover Sheet
- Statement of Purpose (should not exceed 2 double-sided, double-spaced pages)
- Resume/Curriculum Vitae
- An official copy of your University or College transcript
- Two letters of recommendation

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## The Survey Research Field

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Survey research is unique because its use, application and benefits cut across a range of disciplines. Survey research is of potential benefit to all needing to acquire information from large or small groups of people, once or on multiple occasions. The term *survey* is used for research in which information is obtained through the responses that probability samples of individuals give. It consists of selecting a sample of respondents and administering a questionnaire or an interview to them. Surveys may be used for descriptive, explanatory, and exploratory purposes. A sample survey is one of an array of research methods used widely among social scientists as well as professionals in business, health, education, politics, economics, sociology, psychology, natural resources, law, medicine, nursing, social work, and many other domains of study.

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## Available Opportunities

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- “Hands-on” experience working in survey design and operations.
- Work in an office environment where you'll gain teamwork, project management, and administrative skills.
- Combine social science and statistical theory with the practical challenges of day-to-day project implementation.
- Apply and develop your technical and communication skills.
- Learn the principles of survey research from leading practitioners in the field.

## Part One: Summer Internship Awards

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### Introduction

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The Summer Internship Program represents an additional strategy for the Survey Research Center (SRC) to build long-term relations with promising scholars, employees, and college students. Specifically, this program has been established to provide supplementary resources to assist research programs and the Survey Research Operations (SRO) to promote diversity and to aid in the recruitment of staff.

The SRC Summer Internship Program is a 10 week, 20 - 40 hour per week paid position for undergraduate (completion of sophomore year or greater) and graduate students with an interest in social science research. Interns typically will be assigned to an ongoing research study, attend appropriate seminars/courses on principles of survey

research, and participate in a research symposium focusing on one of the research methodologies learned and/or the project in which they worked. The overall intent is to provide all interns with exposure to many facets of the survey process. Interns will be encouraged to apply for full-time positions upon completion of their internship or degree program.

Applications are available in the Survey Research Center Director's Office, room 1310, located on 426 Thompson Street, ISR Building, and Ann Arbor, Michigan. For further information, contact George Myers at (734) 615-4883 or via email at [gmyers@umich.edu](mailto:gmyers@umich.edu).

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## **General Eligibility**

American citizenship is not a requirement of the SRC Summer Internship Program; however, all non-U.S. citizen interns must be legally eligible to work in accordance with the rules and policies specified for all non-U.S. citizens (for additional information, contact the International Center at 734-764-9310 located on the main Ann Arbor campus). General eligibility guidelines are:

Any full time graduate or undergraduate student (completion of sophomore year or greater) in good standing (minimum grade point average of 3.0) with a University/College is eligible to participate as a summer intern under this program. All requests must be in writing and comply with the specific criteria as stated in the *Statement of Purpose* section on page 5. Partially completed applications will not be considered.

Continued participation in the program will be based on regular attendance (including seminars and courses).

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## **Description of Review Process**

A panel consisting of both faculty and staff at the Center will review each application. Notification of awards will be made in early spring. Applications will be accepted from December 1, 2010 through February 17, 2011. Internships will be awarded based on the strength of the application and academic standing. All offers will be made in early April 2011 and the deadline for acceptance will be two weeks after the offer is extended.

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## **Description of Awards**

Undergraduate level interns will be paid up to \$11 per hour. Graduate level interns with statistical software experience (SAS, SPSS) or prior paid survey research experience can earn up to the standard rate for graduate student research assistants (\$19 - \$22 per hour). Tuition for all summer coursework available through the SRC Summer Institute will be included in the total award, if appropriate.

These funds are intended for students who do not have ready access to sources of support such as department/unit, school, college, or non-University research funds.

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## Part Two: The Application Process

### Application Instructions

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#### Application Cover Sheet

The application cover sheet on page 6 must be completed in its entirety and attached to the front of your application.

#### Statement of Purpose

You should explain why you want to be part of the Summer Internship Program and the qualities that make you a good candidate for the program. Your statement should not exceed 2 double-sided pages) and must also address the criteria stated below:

- Educational goals (how this experience will further your education)
- Career aspirations (How would this internship meet your needs for professional and personal development?)
- Area(s) of interest
- Your willingness to work in a team environment
- What skills and strengths do you bring to the summer internship? (self-motivation, communication, ability to work independently, etc.)

#### Resume/Curriculum Vitae

Attach a resume or *curriculum vitae* for review.

#### Official Copy of Transcript

Submit with your application an official copy of your college/university transcript.

#### Recommendation Letters

Please have your references submit two letters of support (and mail them separately to: The University of Michigan, Institute for Social Research, George Myers, Ph.D., room 1310, 426 Thompson Street, Ann Arbor, Michigan 48106-1248) endorsing your participation in this program.

# Part Three: Application Cover Sheet (2010)

## Applicant Information:

Name: \_\_\_\_\_ School/College: \_\_\_\_\_

Local Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Applicant's Academic Standing:

Undergraduate  Graduate  Specify year: \_\_\_\_\_

College/School/Department: \_\_\_\_\_ Current Degree(s): \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_ Expected Degree(s): \_\_\_\_\_

## Area of Interest(s)/Concentration:

\_\_\_\_\_

Overall GPA: \_\_\_\_\_ GPA (area of concentration): \_\_\_\_\_

## List all relevant coursework (use reverse side if necessary):

Title	Date Taken	Credit Amount	Grade
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1.

2.

3.

## List relevant awards, leadership positions, volunteer work, etc. (use reverse side if necessary)

1. 3.

2. 4.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_