



UMSI Internships: Overview for Employers

The University of Michigan School of Information (UMSI) has a long history of encouraging students to work with professionals in their field in mentored learning experiences. Our commitment to this ideal is such that experiential learning has been built into the residential curriculum via UMSI Internship Courses with the following options/requirements:

- **Master of Health Informatics (MHI):** Currently requires completion of a 180+ hour internship(s) for 3 internship course credits after completing one academic year of coursework as an MHI student. Students may earn up to 6 credits in a semester, or 9 total internship course credits (60 hours of work = 1 credit) towards their degree. Most students may be looking to work 360+ hours over the summer. There are flexible options for students to earn credit year-round after completing one academic year of coursework as an MHI student. *Please note that this requirement for graduation will be removed starting with the Fall 2025 cohort, but students will still be able to earn elective internship course credits towards graduation.*
- **Master of Science in Information (MSI):** Students may earn elective internship course credits after completing one academic year of coursework as an MSI student. Students may earn up to 6 credits in a semester, or 9 total internship course credits (60 hours of work = 1 credit) towards their degree. Most students may be looking to work 360+ hours over the summer. There are flexible options for students to earn credit year-round after completing one academic year of coursework as an MSI student.
- **Bachelor of Science in Information (BSI):** Students may earn elective internship course credits after completing one academic year of coursework as a BSI student. Students may earn 1 credit for a summer internship (60+ hours of work). *Please note that starting in Fall 2025 the BSI internship course will be offered during the academic year as well, and students will be able to repeat the internship course to earn up to 3 internship course credits towards graduation.*

Internship requirements

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

- **Connection to UMSI Coursework and Career Goals:** The internship must be related to what is taught and researched at UMSI. The role must be a learning experience with a real-world opportunity to apply the knowledge gained in the classroom. There needs to be a clear connection to specific courses the student has taken in their degree program and their career goals. The student must develop three learning objectives relevant to their academic and career goals.
- **Supervision:** The student must have direct supervision by a professional(s) with 3+ years relevant expertise and educational and/or professional experience who provides productive feedback, guidance, and the resources and equipment necessary for the student to successfully complete their internship work. The student cannot be the expert in the work they are doing.
- **Hours:** There must be a plan in place to work a minimum of 60 hours during the term in which a student is requesting internship course credit. The role/experience start/end dates must fall within the start/end dates of the term. The internship *should not begin until after* the student's Internship Registration is submitted and approved by the UMSI CDO. International students with a visa will need to secure work authorization before being able to legally start work in the U.S.
- For additional information on internships, refer to this definition from the [National Association of Colleges and Employers](#).

Supervisor requirements

The School of Information encourages interns to be supervised by a professional in a way that also includes a mentoring capacity. This role does not vary much from what is expected of a supervisor, however; we have identified recommended criteria to be followed:

- The student must have direct supervision by a professional(s) with 3+ years relevant expertise and educational and/or professional experience who provides productive feedback, guidance, and the resources and equipment necessary for the student to successfully complete their internship work. The student cannot be the expert in the work they are doing.
- The supervisor should plan to spend at least one hour per week, with more hours during the student's first few weeks, reviewing the student's work and meeting with the student to provide advice, feedback, and guidance.
- The student should share their learning objectives so that supervisors can provide feedback or re-align them with work happening, and then help monitor progress and support the student in achieving them.

Hours and pay

Supervisors and their student interns should confirm hours and pay before the student submits an Internship Registration.

- Students may work part-time or full-time. As previously indicated, students may be seeking a certain number of hours to earn internship course credit or fulfill a degree requirement. Be clear with the students how many hours they'll be able to work so they can plan for other opportunities if need be.
- Students may be paid while also earning credit for their internship. Pay is not required but is important in a competitive environment and is a critical factor for most students' acceptance of internships. If the work is unpaid, please let the student know early in the recruiting process.
- Students with an unpaid or underpaid (less than \$15/hour) summer internship can apply for the [UMSI Internship Grant](#). Funding is limited. We cannot guarantee funding for all applicants.

Sponsorship for international students (on an F-1 Visa)

Students who have completed 2 semesters of full-time, residential coursework at UMSI are typically eligible for [Curricular Practical Training](#) (CPT) work authorization to work for an off-campus employer.

- Employers will need to provide a [Detailed Training Description](#) for the student to apply for CPT.
- CPT is processed through the University and will need to be approved before a student starts working.

Internship registration

Students are responsible for submitting an [Internship Registration](#) via [UMSI CareerLink](#) as the first step to pursuing internship course credit and/or CPT work authorization.

- Students may email umsi.internships@umich.edu with any questions they may have.