

TO: Extension Educators  
FROM: Zenia Kotval and Randy Bell, Co-Directors, Urban Collaborators, MSUE  
SUBJECT: Urban Collaborators' Summer Internship Program

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Urban Collaborators is a partnership of MSU Extension and the School of Planning, Design and Construction. We aim to address specific topics that affect the vibrancy of our core city neighborhoods with reference to smart growth, livability, and community-based social and economic policies that build from within and cater primarily to current residents. Within this framework, we will address issues of work and entrepreneurship, use of urban buildings and space, organizational capacity building, strengthening ethnic neighborhoods, creating safe environments and meeting basic community needs such as housing, food, education, safety, sustainable built environment and protection of natural resources. Our focus is on key urban anchors along Michigan's major transportation corridors I-96; I-94 and I-75. These are Battle Creek, Benton Harbor, Detroit, Flint, Grand Rapids, Hamtramck, Highland Park, Jackson, Kalamazoo, Lansing, Muskegon, Pontiac, Port Huron, Saginaw and Ypsilanti.

Our Summer Internship program is designed to meet one or more of these goals:

- To build the capacity of local organizations to address urban issues that focus on the health and sustainability of our urban areas.
- To enhance the linkage between the research and outreach resources of the University and the urban community development needs of Michigan's urban anchors.
- To engage scholars and urban communities in ways that translates into new knowledge.

For examples of previous internship work, please visit the UC website at [http://www.spdc.msu.edu/programs/urban\\_and\\_regional\\_planning/uc\\_what\\_we\\_do](http://www.spdc.msu.edu/programs/urban_and_regional_planning/uc_what_we_do).

Urban Collaborators is planning to fund up to six paid summer internships beginning in May. The interns will be assigned to Extension Educators working on projects within one of the cities listed above. **If you are interested in working with an internship project, please be sure to include this in your annual workplan for the coming year.**

**Educators are responsible for:**

- a. direct supervision of the intern, including local office/project orientation,
- b. obtaining \$500 local cash match,
- c. reimbursing the intern for mileage (in accordance with local or MSU policies),
- d. a mid-summer and project-end report, and
- e. an intern evaluation report.

**Urban Collaborators will provide:**

- a. basic intern orientation, and
- b. intern wages, up to a maximum of 400 hours at \$12/hour.

If interested, please submit a brief (not longer than 1 page) description of your project(s). Describe how it supports one or more of the goals listed above. Attach a detailed job description (not more than 2 pages) that describes the desired skills and the tasks planned for the intern. Please include a brief description about your county, city, or target community within your position description; which will be used to recruit applicants for your position.

**Please submit your position description by February 1.** You may submit an electronic copy of the summary and job description, requirements and responsibilities to Zenia Kotval at [kotval@msu.edu](mailto:kotval@msu.edu).

The approved summer intern positions will be advertised in the School of Planning, Design and Construction, College of Social Science, Departments of Geography and Resource Development, and the School of Social Work.

Additionally, a select number of additional internships may be awarded to Extension Educators who wish to pay the full amount of the wage costs. This amount is estimated to be \$5,000. Please contact Zenia Kotval for additional information.

If you have questions, please contact Zenia Kotval at [kotval@msu.edu](mailto:kotval@msu.edu) or at (517) 353-9362.