

January 11, 2018

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Dear Colleague:

I am contacting you today to make you aware of a great summer volunteer internship opportunity available to upper-level undergraduate and graduate students. I encourage you to circulate this opportunity widely. Below, please find brief descriptions of our organization and the internship, along with key dates and details for the summer 2018 internship application.

The Citizens Research Council of Michigan (www.crcmich.org) is Michigan's oldest and most respected public policy research organization. The Citizens Research Council's mission is to provide factual, unbiased, independent information on significant issues concerning state and local government organization and finance. The Research Council believes that the use of this information by policymakers will lead to sound, rational public policy formation in Michigan.

Each summer, the Citizens Research Council welcomes qualified interns to work side-by-side with its professional staff in Livonia and Lansing. The Research Council assigns interns to projects based on our current research agenda and the interns' interests. The interns engage in all aspects of public policy research activities, from doing background research including collecting, sorting, and analyzing data, to preparing written draft reports. We offer interns the opportunity to publish on our blog.

We expect interns to maintain, at a minimum, a 16-hour work week for at least a 10-week period, beginning in May and running through August. Many past interns have worked 30-40 hour work weeks to maximize their summer experience. Our preference would be have interns work near full-time weeks.

To get the most out of the internship, candidates must be comfortable working in a quiet work environment, be self-motivated, be willing to ask questions, and possess a sincere interest in state and local government policy. Interns must have their own laptop with licensed, up-to-date word processing and spreadsheet software, such as Microsoft Word and Excel. The Research Council will reimburse interns for parking in the Lansing office.

The number of internships available will be based on the Research Council's research agenda and the quality of the applicant pool. At this time, we expect to have at least one position in each of our two office locations.

Location assignment – Livonia or Lansing – is based on the applicant's preference. The intern's work may be coordinated with a research associate located in another office. For this arrangement to be successful, coordination involves frequent communications, regular progress reports, as well as occasional in-person meetings.

Formal application materials can be found at www.crcmich.org/internship-opportunities/ and a writing sample is required with the completed application. Questions about this opportunity can be directed to me at cthiel@crcmich.org or by phone at 517 485-9444.

Regards,

Craig Thiel

Craig Thiel
Research Director

Key Dates for 2018 Summer Internship

March 2: Application deadline

March 5-15: Internship interviews

March 16: Internship offers extended to selected individuals

March 23: Selected interns accept positions

May 21: Internships begin (start date flexible)

August 31: Internships ends