

DATE



The Program on Design, Partnering, Management and Innovation (DPMI Plus)

Terms of Reference

NAME OF Position at the
ORGANIZATION

Parties: INTERN'S NAME and the ORG NAME, LOCATION

Start Date: DATE

End Date: DATE

Scheduled Leave (optional per approval): DATE

Supervisors: NAME(s) and TITLE(s) and POSITION(s)

Supervisor Contact Information: EMAIL(s) and PHONE NUMBER(s)

Objective: STUDENT NAME is contracted to work with the ORG/LOCATION through the Middlebury Institute of International Studies' Design, Partnering, Management and Innovation Practicum (DPMI Plus) program. NAME will work 35 – 40 hours a week and will be assigned duties appropriate to a junior professional position.

HIS/HER responsibilities and tasks relating to HIS/HER work will include, but are not limited to:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

[INTERN'S NAME] may also attend X, Y, Z professional development opportunities (conferences and events) on the following dates: _____.

DPMI Plus Deliverables: In order to meet [HIS/HER] requirements for graduation from the Middlebury Institute, [INTERN'S NAME] will complete a set of deliverables during [HIS/HER] assignment with the [ORGANIZATION]. [INTERN'S NAME] will develop and execute projects that are beneficial to the intern, and that furthers the work of the [BRANCH NAME]. [*Department/Section name here*] will provide adequate and appropriate resources, mentorship, and other assistance to enable the completion of the deliverables, but will not be required to assess the final products. It is recommended that the intern/consultant spend 10-20% of their weekly hours on these projects. The [ORGANIZATION] will provide appropriate resource and document assistance to enable the completion of projects, but will not be required to assess final products. Final deliverables will be accessed by Dr. Beryl Levinger, DPMI Academic Director at the Middlebury Institute.

Agreed:

NAME
DPMI+ Participant

Carolyn Taylor Meyer
Director of Immersive Learning
and Special Programs, GSIPM-MIIS

SUPERVISOR
TITLE