



**Graduate Education Diversity Internship Program (GEDI)  
American Evaluation Association**

**Internship Site Placement Questionnaire**

Please take a moment to tell us about your potential intern placement site and activities so that we may determine the appropriateness of the placement and seek a good match should you be chosen as a host site. Please note that, despite our best efforts, your site may not be successfully placed with an intern based on the available pool of qualified candidates in your geographic region.

**Please take no more than two typed pages total to answer the following:**

1. Who is filling out this document/answering these questions? Please provide full contact information including email and phone number as well as your role at the host site.
2. What is the name of your host institution/organization?
3. What is your mission?
4. What evaluation work goes on at your institution/organization?
5. How does your institution/organization embrace principles or methods of culturally responsive evaluation, if at all?
6. Interns work approximately 2 days per week (or up to 16 hours per week) mid-September-mid- June. How do you envision an intern integrated into your evaluation work (what types of things would she/he/they be doing)?
7. Are there specific skills or background that you would seek in an intern, beyond strong general social science inquiry capacity?
8. Who would be the intern's on-site supervisor and what is her/his/their experience with evaluation or knowledge of AEA or other professional evaluation organizations?
9. What is the work environment at your host site? Would the intern be working one-on-one or within a department? Is it 'buttoned-up' or come as you are comfortable?
10. What else would you like to share with us, if anything?
11. In the event that we are unable to match you with a regionally located scholar candidate, invitations may be extended to interested prospective sites with the capacity to support a remote scholar experience.

Please share with us briefly your vision of how the scholar will participate remotely. Please share any details that will clearly give us a sense of the day to day framework, the scholar's commitment, if scholars will have the opportunity to participate in site visits or visit your offices, and your organization's overall capacity to host scholars remotely (i.e. what virtual collaboration tools are typically used? what will the scholar need to connect with you? how you will interact and touch base regularly? etc.).

**Please take a moment to read through the program expectations on the second page of this document.**

**Are you prepared to meet the responsibilities of the GEDI Program?    YES    NO**

*Candidates selected to move forward to the interview phase must be interviewed between June 5 and July 1, 2020. To expedite the selection process, please take the time to identify and notify all necessary parties to be involved in successfully placing a GEDI intern prior to this interview period.*

**Please submit all completed material to Zachary Grays at [zgrays@eval.org](mailto:zgrays@eval.org) by April 10, 2020.**

**The internship requires each of the following. Please review and affirm your understanding.**

**Work Hours:** Interns work approximately 2 days per week (or up to 16 hours per week), mid-September through mid-June with the exception of the weeks during which the intern has a training obligation as part of the internship (see next section), and holidays/vacations. In some instances, the interns work a specific two days per week, such as every Tuesday and Thursday, in others, interns work four afternoons a week, and in still others, interns work a mix of on-site and self-directed time. Yet in all cases, interns should be integrated into your work processes, with the majority of time devoted to activities as befit an evaluation professional, albeit a novice one.

**Travel and Flexibility:** The Intern will be expected to attend four separate training programs:

1. Approximately 4 days in September/October (September 29 - October 2, 2020)
2. Approximately 7 days in October for the AEA annual conference (October 26 - 31, 2020)
3. Approximately 4 days in the winter for the winter seminar
4. Approximately 4 days in June for the AEA Summer Evaluation Institute

In addition, most interns are attending classes at their host institution. Your schedule needs to be flexible in order to accommodate these obligations. It is best when the intern and site have an extended discussion in advance as to obligations and expectations.

**Site Supervisor:** There must be one person at the host site with evaluation experience who agrees to serve as an on-site supervisor to the intern. This person provides structured guidance and serves as the key contact between the internship program and the site. The intern must have ready access to the site supervisor.

**Breadth of Experience:** The ideal internship allows the intern to experience the breadth and depth of evaluation, from planning, to execution, to reporting. If your placement will have a stronger focus on a specific part of the evaluation cycle, please include the intern in meetings and discussions that expose her/him/them to the range of obligations of an evaluation professional.

**Culturally Responsive Evaluation:** The GEDI program incorporates Culturally Responsive Evaluation (CRE) methods throughout the program. While host sites need not incorporate CRE exclusively, we believe that culture and context are inherent considerations in all evaluation. Host sites should be considerate of issues of culture and context and their role in evaluation practice.

**Payment:** You would be responsible for paying the intern a \$10,000 stipend over the internship cycle (plus taxes, social security, etc.). You would be responsible for paying to the American Evaluation Association \$10,000 by September 1, 2020 to pay for the intern's AEA-arranged training, mentoring, travel, and registration for all components of the GEDI program.