State of Michigan Cool Cities Internship: Workshop
Spring/Summer 2009

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Workshop Overview

The State of Michigan Cool Cities program is a key component of economic development in Michigan. One dimension of this is the Cool Cities Internship program, which seeks to build community relationships and serve as the bridge between communities and universities to encourage economic, environmental, and social success throughout Michigan. The program integrates vibrant university education and research with the needs of Cool Cities designated neighborhoods.

Interns will work directly with executive leadership of Corktown Development, Creekside Development, Ferndale Downtown Development, Southwest Detroit Solutions, or the City of Warren. Projects include developing a plan for streetscape improvements, site and building/structural inventories, and various and sundry tasks and projects unique to each designated neighborhood organization. In addition, interns will
work in tandem with Cool Cities students from Michigan State University and the University of Michigan. Interns will periodically log their activities in an online journal on the University Blackboard system, to facilitate useful and practical communication with intern colleagues, Cool Cities fellows, and course instructors.

For a full description of the Michigan Cool Cities Program, visit www.coolcities.com.

**Intern Responsibilities**

In addition to meeting in accordance with the course schedule, intern responsibilities include:

- In collaboration with the Cool Cities fellows and the instructor, choose a neighborhood organization (either a city or a non-profit organization) in which to work at least 10 hours per week on Cool Cities-related tasks as determined by executive of the neighborhood organization and the Wayne State Cool Cities team;

- Attend and participate in a day-long student intern orientation in Lansing on Friday, May 15th, and intern workshops in Detroit on Friday June 19th and Friday July 10th;

- Draft a formal, competitive grant proposal to develop new or expand existing initiatives within the neighborhood organization;

- Carrying out an assigned research protocol examining the machinations of the Cool Cities program in the neighborhood agency;

- Evaluation of the designee’s use of the Cool Cities Toolbox and development of strategies for more efficient use;

- Develop and regularly update a journal or blog on the course Blackboard system that focuses on the identification of specific problems, and attempts to reconcile the problems with Cool Cities Toolbox resources and directives found in the Cool Cities Handbook;

- Assist neighborhood organizations in identifying and securing additional resources;

- Develop a final written report to the Michigan Suburbs Alliance

**Assessment**

The bulk of interns’ time and effort will be spent in the city or neighborhood agency. Accordingly, final grades will be weighted most heavily towards satisfactory completion of assignments therein.

| Reliable Work Performance and Task Completion at Neighborhood Organization: | 50% |
| Quality of Grant Proposal: | 15% |
Quality, Usefulness, and Generalizability Of Journal/Blog Entries: 15%

Quality of Final Written Report to Michigan Suburbs Alliance: 20%

Required Materials and Resources

Cool Cities Toolbox
Cool Cities Handbook

Meeting and Activities Schedule (activities outside of regular class time in italics)

Monday, May 11th
Introduction to Course, Introduction to Cities and Neighborhood Organizations, and Cool Cities Pre-evaluation Questionnaire

Friday, May 15th
Intern Orientation (9-4:30 in Lansing; transportation provided)*

Monday, May 18th
Bus tour of Cool Cities Neighborhood Organizations

Monday, June 1st
Formal Introduction of Activity Fund Proposals and Grant Writing (Marlynne Powell)

Monday, June 15th
Progress Reports on Activity Fund Proposals and Data Gathering (final proposals to Marlynne Powell by June 17th)

Friday, June 19th
Workshop (10-4, Detroit location tba)*

Monday, June 22nd
Final Activity Fund Proposal Presentations (due to MSHDA 6/26)

Friday, July 10th
Workshop (10-4, Detroit location tba)*

Monday, July 13th
Progress Reports from Neighborhood Organizations

Monday, July 27th
Concluding Reports from Neighborhood Organizations

Monday, August 3rd
Final Written Reports Due to MSA

*activities outside of regular class time
Intern WSU Office and Online Resources

Interns are encouraged to use the GUP Project Room for required work and assignments outside of interning on-site duties. Fellows Marlynne Powell and Amanda Thomas will be available in person on Mondays before class meetings to discuss problems and answer questions about the internship and its expectations. Interns are also encouraged to use email and Blackboard systems discussion boards to communicate with Cool Cities fellows, instructors and intern colleagues.