



## Instructions for Internship

As a terminal degree, the MPA develops practical skills in an applied setting, as well as in the classroom. The experiential learning courses offer students the opportunity to further develop their competencies in a professional setting. The content is unique to each student and specially designed around the student's needs and interests.

PADM 6890 Internship is an experiential elective for all students who have less than one year of full-time professional experience in a public or nonprofit organization (pre-service). Responsibility for seeking an internship falls upon the student. However, the Director and MPA faculty regularly facilitate internship opportunities and internship announcements are often sent to all current MPA students. Students with more than one year of professional experience can request a waiver of the internship and substitute the 3 credit hours with another elective. In some cases, students may wish to complete an internship even though they may be eligible for a waiver.

Students are encouraged to discuss the options for an internship early in their program. Students must intern for a minimum of 300 hours (approximately 20 hours per week for one semester) to meet the 3 credit hours required. All MPA faculty are available to supervise internships, and adjuncts can be approved to supervise internships on a case-by-case basis. The faculty supervisor ensures the internship experience is completed in a safe and appropriate learning environment for the student. The faculty supervisor also serves as an advocate on behalf of the student should difficulties arise during the internship.

Students should complete preliminary discussions with the prospective organization or apply for an internship position if announced. Once the organization and general responsibilities have been discussed, a student should complete these steps.

1. Submit the following information to the faculty who is supervising the internship or the Director of MPA. The submission must be a separate document, not embedded in an email.
  - Title of Internship: Your name:
  - Preferred telephone number: Alternate telephone number: Email address:
  - T-number:
  - Semester the internship will begin: Semester the internship will end: Organization name:
  - Organization's address: Supervisor's name:

Supervisor's telephone number: Supervisor's email address:

2. Review the MPA required competencies and area of emphasis competencies (if applicable) and identify those you hope to develop through the internship. You do not need to include them all. If you select a competency from outside the MPA program but relevant to your personal goals, you must identify the source (e.g. other professional standards) and explain why you want to focus on it.
3. Along with the above, submit a written proposal that includes:
  - a. Brief description of the overall internship responsibilities, including goals and deliverables.
  - b. List of the competencies identified in #2 above and the tasks that align with the competency.
  - c. Anticipated challenges or concerns.
4. Once your advisor approves the above, submit the Internship Waiver of Liability form and register for PADM 6890.
5. An internship report must be submitted monthly to the faculty who is supervising the internship. The monthly report should include:
  - a. Number of hours completed toward the required 300 hours.
  - b. Major tasks completed, accomplishments, unexpected challenges, deliverables, or other internship related events or issues.
  - c. Other information deemed important by the faculty supervisor, internship supervisor, or you.
6. A final internship report should be submitted prior to the end of the semester in which the internship is completed. The final report can be combined with the last monthly report and should contain:
  - a. Total number of hours completed.
  - b. Major tasks completed, goals accomplished, etc.
  - c. Self-assessment of the competencies developed.
  - d. Major learning points from the internship experience.
  - e. Discussion of how the internship can benefit your career.
  - f. Copies of deliverables.
  - g. Other items as deemed important by the academic advisory or internship supervisor.

Faculty may adjust some of the above requirements to meet the unique needs of the internship or student. Similarly, faculty may require specific reading or other assignments to augment the experience.

Students must notify the faculty supervisor of any change in assignment, location, or conditions. Also, students must immediately notify the faculty supervisor of any significant conflict, harassment, accident, or incident during the internship.

For additional information, contact:

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