



Instructions for Internship Waiver

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. 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).

Students with more than one year of 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 must submit a written request for a waiver. Guidelines for your waiver request:

- Please submit your request within the first two semesters of enrolling in MPA courses.
- Address the waiver request to the Director, MPA.
- Submit as an attachment to an email or hard copy to the Director or MPA Administrative Assistant.
- Attach a current resume that includes the timeline and work experience justifying the waiver.
- The length of the waiver request will vary, but generally consist of two to three pages of information.
- Explain the duration and extent of your professional experience that you believe justifies the waiver. Be sure to consider the MPA required competencies and the area of emphasis competencies, if appropriate. Also include information such as major projects, supervisory responsibilities, accomplishments, or other items that you believe should be considered.

The Director of MPA will review the waiver request and, in some cases, consult the MPA faculty nucleus. You will be notified in writing of the results. Please feel free to follow-up with 21 days of your submission.

For additional information, contact:

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