

Internship Guide

PUAD 6960

2014-2015

**MPA PROGRAM
DEPARTMENT OF GOVERNMENT & SOCIOLOGY
GEORGIA COLLEGE & STATE UNIVERSITY**

INTERNSHIPS

Internships may be called Student Volunteer Programs, Student Fellowships, or Student Internships. As the field of public administration matured, the use of the term “intern” was often utilized instead of other terms such as “apprentice” to enhance the prestige of a person interested in learning about the practice of politics and government. Whatever the term, the range of volunteer possibilities is astounding. You could be involved in professional projects or other work activities related to the public administration degree. The actual work assignments performed by student interns is determined by the host organization.

In 1970, Bernard Hennessey, one of the first political scientists to write about the theory of political internships, identified three critical elements in the definition of an internship:

- 1) a real work situation, not a “simulation,”
- 2) an opportunity to participate on the same basis as other workers,
- 3) an opportunity for systematic and continuous evaluation of the experience in order to develop some generalizations about politics.

All three must be present in order for an experience to be considered a true internship.

INTERNSHIP OVERVIEW

The internship is an excellent opportunity for *pre-service* students--those who have not had fulltime work experiences in the public sector--to gain insight into careers in the public sector and to start on a track of continued professional development. **(It should be understood that the internship is required for pre-service students not doing the thesis option, while in-service students will complete the Career Assessment Project.)** The internship is a planned, supervised work experience that can be developed in many public service settings, both in government agencies and in non-profit organizations. The critical factor is that the intern must be performing professional responsibilities in any of a variety of functions, including: administration, management or policy analysis, supervision, policy studies, training, and research. **In addition, the internship is intended to be a full-time work experience of a minimum of 300 hours of documented work.** The number of hours per week is flexible, depending on the needs and availability of the employer and the student, so long as the 300-hour minimum is achieved.

An internship provides the opportunity to apply the knowledge, skills, and abilities obtained through the MPA program of study to a real work setting. It also affords MPA pre-service students with an opportunity to acquire valid experience and references to assist in the job search process. The internship is usually completed in the last semester of course work. Students should begin planning their internship one or two semesters before actually registering for it. *To register for PUAD 6960, the student must have the approval of the MPA Coordinator and must have formally applied for graduation.*

Steps to Completing the Internship

- Step 1 **Schedule a Meeting with MPA Intern Coordinator**
- Step 2 **Schedule a Meeting with the Career Center Director**
- Step 3 **Select an Internship Site and an Internship Director**
- Step 4 **Submit Internship Agreement to Intern Coordinator**
- Step 5 **Submit Written Paper Presentation**
- Step 6 **Schedule an Exit Interview with MPA Intern Coordinator**

Six Step Process

There are essentially six steps to completing the requirements to receive internship credit:

STEP 1. Schedule meeting with MPA Intern Coordinator a semester before you do your internship.

This meeting will allow the Intern Coordinator the opportunity to discuss the internship experience with the student. It will also allow the student the ability to ask questions and obtain information about the process. This step of the process is important and omission may result in an unapproved internship.

The purpose of this meeting is to agree upon a job description, a work schedule, performance expectations and compensation (if any). The Intern Coordinator will assess the internship to guarantee that the work experience meets both student and organizational needs, with priority given to the student's interests and to the assurance that the experience will result in learning outcomes acceptable to the Masters of Public Administration program.

Since the internship experience may be the basis for the student's internship project paper, the paper guidelines should be reviewed and discussed with the Intern Coordinator when planning the internship.

STEP 2. It is suggested that students schedule an appointment with the GC&SU Career Services Office during the semester before your internship.

The Internship Director in the Career Services Office will be very helpful in exploring placement possibilities. Customarily, students in good standing have had great success in securing appropriate internship experiences with a variety of state and local and some national public agencies, as well as non-profit agencies. Though some students may have an available internship position, the Career Services Office will assist in developing student resumes and Federal KSA applications for future positions.

STEP 3. Select an internship site and an internship supervisor

The Internship Site should provide the student with a public sector work environment close to the career goals of the student. The sponsoring organization agrees to provide an internship supervisor to oversee the student's internship. This person will have expertise in the internship area, experience and status within the organization, and an interest in supervising and mentoring the intern.

The projects assigned to the intern should aid the organization in meeting goals as well as provide for the student's learning objectives. An ideal project will incorporate classroom knowledge, teamwork, experience working with other disciplines and the opportunity to display creative abilities. The intern should be provided frequent feedback on strengths and areas of improvement in order to promote student professional development.

Step 4. Submit internship agreement to MPA Internship Coordinator

The internship is a full-time work experience. The student should register for the internship course during the semester that the internship experience will be completed. Ordinarily this means registering for the internship course just prior to beginning the actual internship employment.

Permission and acceptance of the internship agreement from the Internship Coordinator is required *before* registering for the internship. The three page agreement is located at the end of this guide.

The agreement shall include the type of internship desired, agency preferred, learning objectives and any special conditions that the internship coordinator will provide. The intern typically will be assigned duties by the employer that are equivalent to those of entry-level professional personnel. There will be a written agreement between the University and the employer as to what those duties and expected learning objectives are. Students will be required to keep a journal with regular entries and will be assigned a paper to draw from the internship experience.

Students are expected to:

- Contribute to the management of the internship experience
- Provide professional level work
- Comply with rules and regulations of the agency
- Take initiative in assigned duties
- Complete academic and work related assignments

Step 5. Submit written paper presentation

The paper is the tangible product of the internship, analyzing the student's professional goals upon beginning the internship and how the internship aided in achieving the goals. At a minimum, the paper should include:

- 1) A statement of the student's goals at the beginning of the internship program and how the internship assisted in the goals.
- 2) Discussion of the knowledge, skills and abilities were learned or enhanced during the internship experience.
- 3) A brief discussion of the organization.
- 4) Explanation of the student's role in the organization.
- 5) An assessment of the internship, in terms of, the student's needs and expectations.
- 6) A comparison of MPA coursework with the practical experiences of the internship.
- 7) Insights about the impact of the internship on the student's knowledge, skills, work style, values, and beliefs.
- 8) Identification of important areas of future exploration
- 9) An overall evaluation of the MPA program.

- 10) An evaluation of the courses in the program.
- 11) An updated copy of the student's resume'.
- 12) A log signed by internship supervisor certifying number of hours worked
- 13) Supporting material that demonstrates the level of work the student accomplished.

The Internship paper is to be submitted *no later than one week before the last day of classes for the semester* (i.e., the last week in November during the Fall term, the third week of April in the Spring term, the third week of July in the Summer term). Unless excused for compelling reasons, the student will meet with MPA faculty during the last two weeks of the semester to discuss the paper. **Scheduling this interview is the responsibility of the student.**

Two copies of the paper should be submitted, typed in accordance with the standard rules for papers at Georgia College & State University. To encourage candor, the paper will be graded on a satisfactory/unsatisfactory basis; the grade will not affect the student's grade point average. If the first submission of the internship paper is not deemed satisfactory, the paper will be returned to the student for additional work. If the resubmitted paper is also deemed unsatisfactory, then the student will receive a grade of "Unsatisfactory" (U) and will not graduate with the MPA degree.

Experience has shown that an effective and helpful internship paper is usually **12-20 pages** long. Our concern is with the quality of the paper rather than the quantity of pages. We expect that a great deal of constructive thought and analysis will go into this project. A good project will be of benefit to the student, to the MPA faculty, and to the MPA program as a whole

Please remember to enclose a copy of your resume' with your paper.

Step 6. Schedule an exit interview with MPA Intern Coordinator

It is your responsibility to schedule and then to attend the interview, during either the last week of classes or the final exam week. The interview may be with the MPA Intern Coordinator or with other MPA faculty. Each interview typically takes about 30 minutes, but some are bit shorter or longer. **Failure to attend the briefing will result in an unsatisfactory grade for the internship and thus your inability to graduate.**

Georgia College & State University
M.P.A Internship Program Work Agreement
 Arts & Sciences Bldg., Room 2-03; Campus Box 18, Milledgeville, GA 31061
 Phone: (478) 445-4562 • Fax: (478) 445-5273

Semester: Fall Spring Maymester Summer		Faculty Coordinator:	
Total Work Hours: _____		Course: <u>PUAD 6960</u>	Internship Start & End Dates: _____ to _____
Student Name:		Concentration:	
Email:		Phone:	
Internship Site:			
Supervisor Name:		Title:	
Supervisor Email:		Phone:	
JOB DESCRIPTION & LEARNING GOALS			
Internship Title and Description of Duties:			
List 3 specific goals that the student must accomplish during the internship. Goals should be specific and measurable.			
1. _____			

2. _____			

3. _____			

Hours per week: _____ Salary Information: Is this a paid internship? <input type="checkbox"/> yes <input type="checkbox"/> no			
If yes, please indicate amount: Hourly Wage _____ or Stipend _____			

Intern Responsibilities

- Complete and submit required paperwork in a timely manner.
- Understand and comply with company's administrative policies and procedures, including dress code, work schedules, and policies on confidentiality.
- Report concerns to the supervisor as well as the M.P.A. Internship Program Coordinator.
- Meet specific learning goals, as specified in this learning agreement.
- Locating housing (if necessary) as well as transportation to and from internship site

Supervisor Responsibilities

- Complete and submit required paperwork in a timely manner.
- Meet frequently with intern to provide feedback and training.
- Provide a job description and develop written learning goals with intern.
- Orient the intern to the organization's procedures and staff.
- Serve as a professional role model.
- Inform the M.P.A. Intern Coordinator of any problems with the intern's performance

SCOPE OF WORK

Areas of Competency to develop in the internship (Management, Administrative, Organizational Development, Policy, Research Skills, Core and Specialty Knowledge, Leadership Skills and Abilities, Personal and Career Development)
Insert Areas of Competency items from table below in Learning Objective Column, then indicate activities, evidence of learning/products and timeline related to those items. Attach an additional page, if necessary.

Areas of Competency	Activities	Evidence of learning/products	Timeline

I acknowledge that this agreement is between the student and the Internship Work-Supervisor and is subject to revision if both parties are in agreement. As the Internship Work-Supervisor, I understand that this internship is an academic requirement of the MPA program at Georgia College & State University.

I agree with the above provisions. If there are any problems concerning these provisions, I may contact the MPA Internship Coordinator.

Internship Work-Supervisor Date

Student Date

MPA Internship Coordinator Date

Please fax, mail, or scan and email the completed copy to wc.wilkinson@gcsu.edu

Areas of Competency: Indicate which of the following are most applicable to the student's intern experience. Insert appropriate items below in the Learning Objective column on the Scope of Work table.

<i>MPA Competencies</i>	<i>Core and Specialty Knowledge</i>	<i>Leadership Skills and Knowledge</i>	<i>Organizational Development</i>	<i>Personal and Career Development</i>
<p>Management Plan, organize, Coordinate and monitor people and resources Establish agendas and facilitate meetings Identify, analyze, and solve problems Adapt or change</p> <p>Program Planning and Evaluation Design and implementation assessment Plan a program Develop evaluation instruments, both quantitative and qualitative Analyze and present evaluation results</p> <p>Policy Conduct policy research and analysis Develop policy, legislation or regulations Advocate for policy</p> <p>Budget Develop and manage budgets and do financial planning Write grants and fundraisers</p>	<p>Computer Skills Develop databases Conduct statistical analysis Design a Web page Utilize graphic design software</p> <p>Other Skills Apply relevant skills, knowledge and theory in a practice setting</p> <p>Demonstrate in-depth knowledge of specific public administration areas</p>	<p>Leadership Lead and participate in interdisciplinary team Envision the future and provide Innovative approaches to public sector issues Adhere to ethical standards</p> <p>Communication Clearly communicate ideas to a variety of audiences—verbally and in writing Listen attentively and solicit input from individuals and groups</p>	<p>Organizational Setting Describe an organization's mission, goals, objectives, structure, operations Identification and analysis of social, environmental, and political determinants of the organization</p> <p>Assessment of internal and external factors (ie. Historical, political, economic) affecting public agency goals</p>	<p>Personal Development Work collaboratively in team settings Work Independently and take initiative Aware of personal strengths and limitations in the public sector Utilize suggestions to improve performance Set priorities and allocate time efficiently Execute several tasks at once</p> <p>Career Development Establish a network of contacts in area of concentration</p>

STUDENT SIGNATURE RECEIPT STATEMENT:

I _____ have read and fully understand the M.P.A.

Internship Guide. I understand and accept the requirements as listed in the M.P.A.
Internship Guide.

Student Signature and Date