

MPA Program Internship Guidelines

The internship experience is an important component of the MPA program for pre-service students. The internship should provide on the job training and an opportunity for students to apply what they have learned in the MPA program. All students currently working fulltime in a relevant public sector profession are exempt from the internship requirement.

The Internship

With consultation from the MPA Director, MPA candidates should select an internship in an area of professional interest. The internship can be paid or unpaid and should involve approximately 300 hours of work. For example, MPA candidates could work part time during a 15-week academic semester (about 20 hours per week) or full time during a 10-week summer session (about 30 hours per week). Students should enroll in PA 685 when conducting the internship and writing the internship report.

Internship Report

The written report provides an opportunity for students to reflect on the internship experience. Students should select an MPA faculty member to supervise the writing of the report. The selected faculty member will provide advice and comments on drafts of the internship report.

The report should be approximately 20-30 pages and include the following sections:

- 1) Title page
- 2) Table of contents
- 3) Overview of the agency in which the MPA candidate worked
- 4) Overview of the specific duties of the MPA candidate
- 5) Discussion of how internship experience relates to core MPA classes
- 6) Policy recommendations for the agency
- 7) Conclusion
- 8) Appendix
- 9) A letter or email from your supervisor confirming hours worked and reviewing performance

The final draft of the internship report is due to MPA faculty members by November 20 in the fall semester, April 15 in the spring semester, and July 20 in the summer session. It is the MPA candidate's responsibility to submit copies of the report to MPA faculty by these deadlines.

For more information please contact:

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