

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 service profession may petition the MPA faculty to replace the internship experience with an alternate elective course.

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 200 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. The faculty member teaching PA 685 during the semester in which the student completes their internship will provide advice and comments on drafts of the internship report.

The report should be approximately 10-12 pages and include the following sections:

- 1) 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 and core student learning objectives
- 6) Policy or procedural recommendations for the agency
- 7) Conclusion
- 8) Appendix (as needed)
- 9) A copy of the supervisor's evaluation form confirming hours worked and reviewing performance