Requirements for Completing an Internship

1. Confirm with your academic advisor that you have elective hours available and are eligible for the internship. Internships satisfy some of the 300-400 level elective courses required by some colleges, schools, or divisions.

2. Discuss your proposed internship with the Department of Public Policy Internship Coordinator and obtain the necessary paperwork.

3. Prior to registering for internship credit, you must submit a completed Approval Form. The internship contract and work plan must be submitted within one week of beginning the internship. Note: All materials, for the Internship, including the contract, agency reports and evaluations, and daily logs should be typed when submitted.

4. When you return your completed approval form, the Internship Coordinator will authorize you to enroll in V380. Graduate students enroll in V585. The department secretary will register you in the appropriate course.

5. During the semester, you must submit progress reports and supervisory evaluations in a timely manner. These forms are submitted after one-third of the clock hours have been completed, after two-thirds, and when the final clock hours have been completed. Forms are available from this web site, the Department of Public Policy secretary, or the Internship Coordinator, and should be typed.

   In addition, students are required to write a paper (approximately 10 typed pages) relating course work (e.g. theories) to their internship, along with appropriate reflections, analysis, and critiques. For undergraduate students, the paper will be approximately 5 typed pages. Both undergraduate and graduate students should keep a journal to keep track of their time and activities and have it available for review by the Internship Coordinator prior to credit being awarded.

6. You are expected to report to your internship agency at the appointed times and to complete the work assigned in a professional manner.

7. Upon completion, you will receive a grade of S (satisfactory) or U (unsatisfactory). A satisfactory grade is dependent on completion of the required hours, participation, submission of reports on time, and proper completion of all paperwork. Students who have otherwise met the terms of the internship, but are unable to complete the required clock hours during the semester in which they are enrolled, may be given an incomplete.