

Course: Master of Public Administration 595

Department of Political Science

Angela J. Busby-Blackburn, Internship Coordinator

INTERNSHIP INSTRUCTIONS

MPA 595 – Internship (1-6 semester hours)

Assignment to appropriate government agencies or nongovernmental organizations for the purpose of gaining wide experience with administrative systems through a program of work experiences. Internships include experiential learning combined with a related academic requirement.

Prior to the start of internship, students must:

- Meet with Internship Coordinator to obtain approval of the internship placement
- Register for MPA 595 and discuss internship goals
- Submit resume & cover letter
- Submit a signed Memorandum of Understanding or contract
- Submit a planned work schedule
- Provide a Letter of Internship Agreement signed by both the intern and supervisor

Upon completion of the internship, students must submit the following deliverables:

1. Updated resume & cover letter (directed to a future prospective employer)
2. Student Reflection Form.
3. Self-Evaluation.
4. Critical Analysis.
5. Supervisor's Evaluation.
6. Exit Survey of Placement Site.

NOTE: In addition, in some instances students may be required to complete an exit interview with Internship Coordinator.

By enrolling in MPA 595, student interns understand and agree to the following:

- 1) Students serve as an intern in a voluntary educational experience, and will not be automatically considered an employee of the organization sponsoring the intern. The student is not entitled to any compensation or other benefit for his or her work, unless the sponsoring organization elects to provide such compensation.

NOTE: *The maximum amount of credit awarded for a paid internship is six (6) credit hours.*

- 2) The Political Science Department's Internship Coordinator will serve as the primary contact for MPA 595 and will determine each student's grade (Pass/Fail) and the amount of credit received based on the above listed requirements.
- 3) Students will receive three (3) credit hours after completing 300 hours of internship work and submitting all required documentation. An average of twenty (20) hours per week of work is required for each three (3) credit hours registered. Students must be approved for MPA 595 before beginning their internships unless otherwise stipulated by the Internship Coordinator.
- 4) The intern is expected to observe and to comply with all of the policies and regulations of his/her sponsoring organization.

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- 5) The student is expected to observe all policies and regulations of the University of Dayton and the Department of Political Science governing academic requirements and internship arrangements.
- 6) Evaluation letters from agency supervisors are due via fax, hand delivery, or email to the Internship Coordinator seven (7) days prior to the end of the semester in which the internship was completed. See page 4 of this document for Evaluative Form.
- 7) All assignments are due, via email, to the Internship Coordinator seven (7) days before the end of the semester.

Suggested Reading: Internship Success Guide *(if available)*

(http://www.udayton.edu/artssciences/politicalscience/internships/student_info.php)

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Master of Public Administration Program

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STUDENT REFLECTIVE EVALUATION

Date:

Name:

Internship Organization and Department:

Address:

Description of the Organization's Mission/Purpose:

Name and Title of Supervisor:

Supervisor's Phone Number:

Supervisor's Email:

Faculty Adviser's Name:

Brief Summary of Internship Tasks:

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SELF-EVALUATION

Please provide and submit a self-evaluation. Below is a list of questions that you may integrate into your evaluation.

1. **To what extent do you feel you gained appropriate professional experience?**
Describe the tasks that you felt allowed you to perform on a professional level. What percentage of your internship time was spent on these? (Include organizational, planning or management tasks, as well as research or analysis assignments.)
2. **Include any specific products or deliverables you generated during your internship such as reports, studies, testimony, etc.**
3. **Were you expected to report on your work to superiors, policy bodies, general public or other? Describe the nature of the report(s).** For instance were there daily briefings or staff meetings in which you participated. Did you attend council meetings? Did you have regular contact with the public, such as briefings, reports or neighborhood meetings?
4. **Did you have frequent access to your supervisor?** Was your supervisor helpful and effective in giving you information and/or guidance? Explain.
5. **Did the agency provide resources and support appropriate to the tasks and activities expected of you?**
6. **In general, did you find your graduate courses helpful during your internship?**
If so, specifically which courses? How were they helpful?
7. **Is there a course in the curriculum that you wish you had taken and that would have been helpful for this internship? Is there a course that you would like to see offered that would have been useful in completing this internship?**
8. **Are there any other observations or points that should be mentioned regarding your experience interning at the sponsoring agency?**

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CRITICAL ANALYSIS

While completing your internship, you probably worked as a problem solver, advocate, or researcher. As a graduate student knowledgeable about public policy and government, you should have noticed that the non-profit organization, political campaign, law office, or government office where you worked could have “done some things differently” to be more effective in achieving its mission, purpose, or goals.

In this assignment, you must discuss how the organization where you worked could have been more efficient, successful, and impactful. What particular methods, processes, or systems could be implemented or eliminated to improve the organization’s effectiveness? Consider a broad and objective spectrum of measures that could benefit the organization’s capacity to perform more effectively. Do not merely list problems, challenges, or issues. You must do more. Discuss organizational deficiencies, and identify specific methods, strategies, tactics, models, and opportunities to improve the organization. Consider opposing views, cost benefit analyses, and other relevant discussion points where appropriate. Provide strong support for your observations and recommendations.

Consider the following in your analysis and discussion:

- Organizational mission
- Program incongruence with mission
- Board leadership
- Methods of advocacy
- Need for more funding
- Source(s) and types of funding
- Ethical challenges within the organization or community
- Connection to community, stakeholders, and government
- Services and connections to clients
- Leadership
- Internal communications
- Organizational direction
- Human resources
- Other