UNDERGRADUATE INTERNSHIP GUIDELINES

Fall 2013

“An internship is any carefully monitored work or service experience in which an individual has intentional learning goals and reflects actively on what he or she is learning throughout the experience.” National Society for Experiential Education
Internship Coordination Contact Information

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Description:

The program in Public Service at Rutgers University-Newark promotes civic engagement, strengthens teaching and learning, and builds collaborative partnerships through public service, service-learning, and community-based research. The purpose of the internship program is to afford students an opportunity to translate their academic training into real world practice and to gain an overall perspective and understanding of the public and non-profit sectors.

As part of the core requirements for the program, each student will complete two supervised, structured service learning internships in various fields of government, non-profit, and public sector organizations within the community.

Currently, the SPAA offers several opportunities for paid and unpaid selective undergraduate internships based on eligibility criteria, student’s interest, and sponsor’s selection:

- Arts Management Internship Program – New Jersey State Council on the Arts: This internship provides (1) practical experience to undergraduate and graduate students who intend to pursue careers in arts-related professions, (2) opportunities to existing arts administrators seeking opportunities for policy and operations experience, and (3) a source of future promising arts administrators to NJ arts organizations. A stipend of $2450 will be provided to the approximately 6 or 7 students who are selected. Application Deadlines for Summer semester (January 31, 2013) and Spring semester (December 10). Contact Weiwei Lin at weiwelin@andromeda.rutgers.edu.

- Summer in Washington, D.C. internship program -- offers university students an opportunity to complete an eight-week, hands-on internship in a government, non-profit, or philanthropic organization to gain practical experience in their major field of study. This is an intensive semester offering academics integrated with building practical, professional experience. Priority will be given to upper class undergraduate Public Service majors and MPA graduate students who have completed at least one internship. The program will be limited to 10 participants. Contact Dean Brown at mwbrown@rutgers.edu.

- Newark area Internships: Internship placements are available throughout the year in the Newark area across various sectors, including government agencies, public and
private non-profit organizations, campus institutes, and other associations. Placements will give students’ practical experience in areas of advocacy, programming, research, marketing, management, finance, policy, and outreach experiences and exposure. Contact Dean Brown at mwbrown@rutgers.edu.

Interns generally will work for eight weeks with a 37.5 hour work week, Monday – Friday for a total of 300 hours of service, however some internships may vary hours and negotiate the actual days of service.

SEMINAR: For the public service seminar, students are required to have secured an internship to be eligible for the four-credit one semester course. To earn the 4 credits, students must complete 150 hours during the registered semester and attend the seminar class. The seminar will run once a week for approximately 10-12 classes and will be focused on developing professionalism, presentation skills and problem solving.

Students selected for the Washington D.C. six (6) credit summer internship program will be required to attend a half-day seminar class every other week to provide opportunities for discussion, reflection, debate, and additional learning experiences. The sessions will feature guest speakers and discussants that are leaders in government administration, finance, advocacy, and a plethora of public issues – including education, health, public welfare, and economy.

**General points:**
- Students will receive advisement and orientation prior to beginning their internship
- All internship opportunities must be approved by Dean Brown, Associate Dean for Program Development (in consultation with Dean Stroye, Assistant Dean for Undergraduate Programs)
- No student will be allowed to take the mandatory internship seminar I or II without pre-approved internship contract
- Service learning experience will be accompanied by academic study including written reports, resumes, and PowerPoint presentations
- Internships may be paid or unpaid
- The pre-requisite for the internship courses is successful completion of three (3) Public Service core courses with a grade of "C" or better.
- Students may not receive internship credit for normal duties performed in pre-existing employment. There are some exceptions to students with prior approval from Dean Brown.

**Internship Contract:**

*Eligible students and internship sponsors must complete an internship contract.*

The School of Public Affairs and Administration in accordance with the Rutgers/Newark Career Development Center requires a written contract from the agency describing the intern's duties and responsibilities. These duties are expected to involve the application of knowledge and skills that students have acquired in their formal academic studies.

**Deadlines:**
- Completed contracts must be signed by the student, the internship site supervisor and Dean Brown to confirm approval of the scheduled internship before the student is permitted to attend the internship seminar.
- Completed contracts must be submitted to Dean Brown no later than the Friday before the
first class of the semester in which the internship is being taken unless otherwise arranged.

- Students must complete a Work Plan and Learning Goals no later than the 3rd class of the semester.
- Students MUST attend an Orientation Session offered by the Rutgers/Newark Career Development Center prior to starting their internships, which can be arranged individually at https://andromeda.rutgers.edu/~cdcrun/CDCRUN09/CDC_Activation.html

**What Site Supervisors Do**

- Site Supervisors must complete a detailed description of the assigned internships, conduct mid and final evaluations, and provide general guidance as follows:
  - The nature and extent of internship responsibilities;
  - Dates and hours during which the work is to be performed;
  - What specific results are expected of the intern;
  - Professional and other skills the intern is expected to develop;
  - What professional contacts will be available to the intern; and
  - What resources the intern will be able to use.

**What Student Interns Do**

- Students must complete learning goals and a work plan, in consultation with Dean Brown and the site supervisor, and complete the requirements of the Internship Seminar, which will be detailed in the Internship I/II Syllabus. Students should be able to describe the following:
  - What the intern expects to learn from the experience;
  - How this experience will relate to the academic study of public administration;
  - How the internship relates to career plans;
  - Resources the intern expects to use in completing internship and academic responsibilities; and
  - Complete a Work Plan with Learning Goals (see below)
  - Complete and Internship Evaluation (See Assessments Below)
  - Specific written reports (term paper, case study, journal, or similar) the intern will produce.

**Work Plan/Learning Goals:** Prior to beginning an internship, students must submit a work plan to Dean Brown. The plan should describe specific tasks the intern will perform throughout the semester and approximately 3-5 statements on what the intern hopes to learn from the internship that relates to their academic and professional development or career goals. The work plan must be approved before academic credit can be awarded.

**Internship Assessment:** The quality of internships — both the degree of professional experience gained by students, and the quality of work they perform — will be assessed at the mid-point and end of each semester. Interns will complete rating forms that document their experience. Internship supervisors will complete forms that rate the intern's performance.

These forms serve two purposes. First, supervisor ratings of interns are considered in the assignment of a grade. Second, intern ratings will guide decisions whether to approve future
Internship applications with the sponsoring agency.

Interns must submit written evaluations as specified in the internship contract before the end of the semester in which they are enrolled. As the discretion of Dean Brown, an earlier date may be specified. Failure to submit internship ratings, supervisor evaluations, or other forms of assessment when due will be cause for receiving an "Incomplete" grade.

**Restrictions:** Internships are expected to integrate professional and academic experiences. Because of this, credit may not be awarded retrospectively. That is, students may not apply for internship credit for work performed at some previous time. For example, a student may not request credit during the fall semester for an internship completed over the previous summer, without prior approval from the Assistant Dean.

Similarly, students may not receive internship credit for normal duties performed through pre-existing employment. Internal internships will be considered by the department but must be discussed with the Assistant Dean before a contract is executed.

**Internship Planning:** The undergraduate program in the School of Public Affairs and Administration maintains a file of potential internship opportunities in the metropolitan area. The Career Development Center (Hill Hall 112) also maintains extensive files on internship and career opportunities in New Jersey and elsewhere. Students sometimes learn of internship opportunities themselves and should discuss these possibilities with the Assistant Dean to obtain approval.

Enclosed you will find the following materials required for the completion of the Public Service Undergraduate Program internship(s):

Internship Contract – Contract must be completed by student and signed by site supervisor and Dean Brown.
1. Work Plan and Learning Goals – Must be completed on separate piece of paper (written or typed)
2. Midterm Site Internship Rating – Student will complete site evaluation with Dean Brown in attendance (in office and/or on site)
3. Final Site Internship Rating – Student will complete final site evaluation and submit with final presentation
4. Midterm Supervisor Evaluation – Supervisor will receive form from Dean Brown
5. Final Supervisor Evaluation – Supervisor can mail, fax, or email final evaluation within 7-10 days upon completion of internship
To be completed by the student:

Student Name: ___________________ Student I.D.: ___________________

Major: Public Service Minor: ___________________

Street Address (during the internship): ___________________

City, State, and Zip: ___________________

Email Address (preferred): ___________________

Cell Phone: (___)_________________ Alt Phone: (___)_________________

Name of Organization: ___________________

Name/Title of Supervisor: ___________________

Supervisor Email Address: ___________________

Site Address: ___________________

City, State, and Zip: ___________________

Phone: (___)_________________ Fax: (___)_________________

Web site: ___________________

Which semester are you registered for the internship?
Fall 20_______ Winter 20_______ Spring 20_______ Summer 20_______

Which internship are you completing: Service Internship I (827:330) or II (827:331)

Title and brief description of proposed internship experience: ___________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Beginning date: ___/___/___ Ending date: ___/___/___

Days of Week: Su M T W Th F Sa Time Period: ___________ to ________________
Type of organization: (check all that apply)
[ ] Government           [ ] Environment           [ ] Non-profit       [ ] Education
[ ] Health Related       [ ] Other _______________________

Organization size:
[ ] Local                [ ] State                  [ ] County          [ ] Federal
[ ] Other _______________________

WORK PLAN

A work plan MUST be submitted prior to beginning internship. This plan should describe the specific tasks you will be performing throughout the semester (Typed on a separate piece of paper and include the following questions)

TO BE COMPLETED BY THE SUPERVISOR
What is the nature and extent of internship responsibilities?
What specific results are expected of the intern?
What professional and other skills do you expect the intern to develop?
What professional contacts will be available to the intern?
What resources will the intern be able to use?

TO BE COMPLETED BY THE INTERN
What do you expect to learn from the experience?
How will this experience relate to your academic study in public administration?
How will this internship relate to your career plans?
What specific reports (e.g. term paper, case study, journal, or other) will you

LEARNING GOALS

At least 3 – 5 learning goals/objectives/outcomes should be specified as part of your Work Plan that demonstrate the competencies you hope to gain that relate to your academic study and/or professional development. Sample Universal Competencies regarding learning outcomes include the following:

• To lead and manage in public governance
• To participate in and contribute to the public policy process
• To analyze, synthesize, think critically, solve problems, and make effective decisions
• To articulate and apply an ethical and transparent public service perspective
• To communicate and interact productively with a diverse and changing workforce and citizenry
APPROVALS
The signatures below indicate that these individuals have read the contract and are in agreement with regard to the main elements of the proposed internship experience.

Student Signature: ________________________________ Date: ____________

Internship Site Supervisor: ________________________ Date: ____________

Associate Dean: ________________________________ Date: ____________
Student Agreement

Please carefully review the affirmed statements and initial at the end of each line.

I attended the Internship Activation Orientation provided by the Rutgers/Newark Career Development Center and understand I must meet all academic requirements of the internship and the internship must meet the academic criteria set forth by my SPAA and/or the CDC.

Initial__________

I understand that the 150 hour internship (based on Work Plan and Learning Goals, mid and final evaluations, etc) and the weekly academic seminar (reports, journals, presentations) must be satisfactorily completed in order to receive the 4 academic credits.

Initial__________

if there are any issues that arise while interning/at the employer site, I will contact the Career Center and the Associate Dean immediately.

Initial__________

I understand it is my responsibility to meet with a CDC staff member, the site supervisor, and the Associate Dean/Internship Coordinator to review the intended internship. I understand that the Career Development Center will review my internship contract for validation prior to submittal to the Associate Dean/Internship Coordinator for final approval.

Initial__________

I am aware that I will be representing Rutgers University while performing duties on this internship and thus will act in a professional manner as set forth in the Orientation.

Initial__________

I understand that I may not use previous or current employment for an internship and that credit will not be rewarded for previous internship experience.

Initial__________

Student Signature: _______________________________ Date: ____________
CAMPUS INTERNSHIP LEARNING AGREEMENT
FOR SPONSORING EMPLOYERS

Name of Sponsoring Company/Organization: ____________________________________________
Street Address: _________________________________________________________________
City, State, & Zip Code: __________________________________________________________
Area Code + Telephone: __________________________________________________________
Organization URL: ______________________________________________________________
Name and Title of Supervisor for this Internship: ______________________________________

Name of Student Intern: ____________________________________________________________

Contact Information for Supervisor:
Direct Telephone: ___________ Business e-mail: _________________________________

Compliance with anti-discrimination and workplace safety statutes by Internship Sponsor/Site:

In accepting students for internships _______________________ understands that Rutgers/Newark expects that internship sites will fully comply with applicable federal, state and local laws relating to workplace safety and to discrimination in the workplace _______________________ is committed to equal employment opportunity, affirmative action, and nondiscrimination on the basis of race, color, national origin, gender, marital status, religion, age, disability, and veteran status. This commitment includes equal opportunity and non-discrimination on the basis of sexual orientation and compliance with the Americans with Disabilities Act, which prohibits discrimination on the basis of disability in the workplace.

Title and brief description of the proposed internship experience:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Beginning Date: ___________ Ending Date: ___________ Hours per week: ___________

Is this a paid internship? [ ] Yes [ ] No If yes, amount to be paid ______________________

Is your agency able to reimburse the intern for travel expenses? [ ] Yes [ ] No
Site Supervisor MIDTERM Evaluation

Student Intern’s Name: _____________________________________________
Student Intern’s Email Address: ______________________________________
Site Supervisor’s Name: _____________________________________________
Site Supervisor’s Email Address: ______________________________________
Name of Agency/Organization: _______________________________________

This form, when completed will be viewed only by the Assistant Dean for Undergraduate Program and/or the Undergraduate Program Director.

The student you have been supervising will not see this form unless you specifically request that it be made available to the student.

Please evaluate your intern’s development in the following areas by circling the number that corresponds to your assessment. If any areas do not apply to your situation, write N/A on the line. Feel free to make additional comments on the back of the page.

(I.e. 1 = Not at all competent or 5 = Very competent)

1. Accurate and thorough 1 2 3 4 5
2. Able to work under pressure 1 2 3 4 5
3. Effective in oral communications 1 2 3 4 5
4. Effective in written communications 1 2 3 4 5
5. Effective in preparing and organizing work 1 2 3 4 5
6. Takes the initiative a self starter 1 2 3 4 5
7. Able to adjust to non-routine assignments 1 2 3 4 5
8. Keeps constructively busy an mentally alert 1 2 3 4 5
9. Cooperative in working relationships with others 1 2 3 4 5
10. Able to work without close supervision 1 2 3 4 5

______________________________________________________________
Supervisor’s Signature
______________________________________________________________
Date
Site Supervisor FINAL Evaluation

Student Intern's Name: ______________________________________________
Student Intern’s Email Address: ______________________________________
Site Supervisor's Name: _____________________________________________
Site Supervisor’s Email Address: ____________________________________
Name of Agency/Organization: _______________________________________

This form, when completed will be viewed only by the Assistant Dean for Undergraduate Program and/or the Undergraduate Program Director.

The student you have been supervising will not see this form unless you specifically request that it be made available to the student.

Please evaluate your intern’s development in the following areas by circling the number that corresponds to your assessment. If any areas do not apply to your situation, write N/A on the line. Feel free to make additional comments on the back of the page. (I.e. 1 = Not at all competent or 5 = Very competent)

Accurate and thorough 1 2 3 4 5
Able to work under pressure 1 2 3 4 5
Effective in oral communications 1 2 3 4 5
Effective in written communications 1 2 3 4 5
Effective in preparing and organizing work 1 2 3 4 5
Takes the initiative a self-starter 1 2 3 4 5

Able to adjust to non-routine assignments 1 2 3 4 5
Keeps constructively busy an mentally alert 1 2 3 4 5
Cooperative in working relationships with others 1 2 3 4 5
Able to work without close supervision 1 2 3 4 5

__________________________________________________________________________
__________________________________________________________________________

Site Supervisor's Signature __________________________ Date ____________
Student Internship MIDTERM Site Rating

Intern Name__________________________ Supervisor Name__________________________
Agency/Organization Name: _____________________________________________________

This form, when completed will be viewed only by the Assistant Dean for Undergraduate
Program and/or the Undergraduate Program Director.

Your supervisor will not see this form unless you specifically request that it be made
available to him or her. You may write your responses on this form or type on a separate
sheet of paper.

Briefly describe what you have accomplished so far: _______________________________________
________________________________________________________________________________
________________________________________________________________________________

Do you feel like you have made a contribution to the agency/organization? ___________________
________________________________________________________________________________
________________________________________________________________________________

Describe how your responsibilities with this internship fit into the overall operation of the agency.
(If you have questions about the fit, please talk with your supervisor.)
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Has your work plan been modified in any way? If yes, please explain how._____________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Do you have access to necessary resources (such as a desk, phone, and computer)? ______________

Have you experienced any challenges or obstacles to completing your internship? ______________
________________________________________________________________________________
________________________________________________________________________________

Are you satisfied with the work environment? Why or Why not? _________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Do you think your supervisor is satisfied with your progress? (You should talk to your supervisor to
determine this.) Why or not?________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Student Signature: __________________________ Date: ______________
Student Internship FINAL Site Rating

Intern Name__________________________          Supervisor Name__________________________
Agency/Organization Name: _______________________________________________________

This form, when completed will be viewed only by the Assistant Dean for Undergraduate Program and/or the Undergraduate Program Director.

Your supervisor will not see this form unless you specifically request that it be made available to him or her. You may write your responses on this form or type on a separate sheet of paper.

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________________________________________________________________________________
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________________________________________________________________________________
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________________________________________________________________________________

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________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Do you think your supervisor is satisfied with your progress? (You should talk to your supervisor to determine this.) Why or why not?
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Student Signature: ______________________________                  Date: ____________