

MPA Internship Guidelines and Contract

The MPA Program at Rutgers SPAA does not require an internship, but encourages internships for pre-career and career-changing students. Rutgers SPAA assists MPA students in locating internship opportunities with an expanding network of partners in the Newark urban area, in local, county, and state government organizations, and among dozens of nonprofit organizations in the surrounding areas. Additionally, the school makes available internship opportunities nationally and internationally via messages sent to students through their student email account. Approval from the MPA Director is required before any internship taken for academic credit begins. Students are limited to one 3-credit internship during the course of the MPA program. An internship can only count for an elective course and cannot replace a core course.

Internship Conditions:

- Students may not receive internship credit for normal duties performed in pre-existing employment. Rutgers SPAA 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 at Rutgers SPAA.
- Students must identify a SPAA full-time faculty member to serve as the faculty supervisor.
- Internship may be paid or unpaid, but they must involve at least a 150 hours of internship experience within one semester in order to earn three academic credits. Academic credit is awarded on a letter grade basis and will count as an elective course.

Internship Requirements:

1. Submit a completed contract
2. Complete 150 hours within one semester
3. Submit final evaluations (by the student and the internship supervisor)
4. Submit a research paper tying the internship to the student's area of professional interest at the end of the semester within 10-20 pages with works cited

Internship Process:

1. Student identifies an organization, an internship supervisor, and a SPAA faculty supervisor to oversee the internship.
2. Student and internship supervisor complete the Internship Contract.
3. Internship Contract is signed by student, internship supervisor, and SPAA faculty supervisor and then signed by the MPA Director.
4. Signed Internship Contract is provided to the Academic Advisor no later than the first day of the semester.
5. Academic Advisor provides student with SPN.
6. Student registers for Internship course (20:834:590).
7. Within 2 weeks of semester start, student submits the Work Plan to the faculty supervisor.
8. At the end of the semester, student submits the Final Evaluation (completed by the student and internship supervisor) and the final paper to the faculty supervisor.

9. Faculty supervisor grades all submitted work and sends final grade to the Associate Dean of Student and Academic Services.
10. The Associate Dean submits final grade to University.

MPA Internship Contract

TO BE COMPLETED BY THE STUDENT

Student Name: _____ RUID: _____

Phone Number: _____ Email: _____

Number of Credits Completed: _____

Faculty Supervisor:

Name: _____ Email: _____

Internship Sponsor/Agency:

Agency Name: _____ Agency Website: _____

Agency Address: _____

Supervisor Name: _____ Title: _____

Phone Number: _____ Email: _____

Type of Organization: __ Government __ Nonprofit __ Business __ Other (please specify _____)

Description of Proposed Internship:

Beginning Date: _____ Ending Date: _____

Hours/Week: _____

Is this a paid internship? Yes No If Yes, amount to be paid/hour _____

Is your agency able to reimburse the intern for travel expenses? Yes No

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?

**TO BE COMPLETED BY INTERNSHIP
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 resources will the intern be able to use?

INTERNSHIP APPROVALS

The signatures below indicate that these individuals have read the contract and area in agreement with regard to the main elements of the proposed internship experience.

_____ Student Signature	_____ Date
_____ Internship Supervisor Name	_____ Title
_____ Internship Supervisor Signature	_____ Date
_____ Faculty Supervisor Name	_____ Title
_____ Faculty Supervisor Signature	_____ Date
_____ MPA Director Name & Signature	_____ Date

WORK PLAN

Must be submitted within two weeks after beginning the internship and should describe the specific tasks the student will be performing throughout the semester.

Student Signature

Date

Internship Supervisor Signature

Date

Faculty Supervisor Signature

Date

Final Evaluation
(TO BE COMPLETED BY STUDENT)

Date: _____

Intern Name: _____

Internship Agency: _____

This form, when completed, should be submitted directly to your faculty supervisor. Your internship 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 tell us what you have accomplished so far. Do you feel like you have made a contribution to the agency?

Describe how your responsibilities with this internship fit into the overall operation of the agency.

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

Are you satisfied with what you have accomplished? Why or why not?

Student Signature

Date

Final Evaluation

TO BE COMPLETED BY INTERNSHIP SUPERVISOR

Date: _____

Intern Name: _____ Supervisor Name: _____

Agency: _____

This form, when completed, should be submitted directly to the student’s SPAA faculty supervisor. 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.

Scale: 1) Not at all competent 5) Very Competent

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

Please provide any additional comments on the intern's performance.

Internship Supervisor Signature

Date