

MPA Internship Guidelines and Contract

The MPA Program does not require an internship, but encourages internships for pre-career and career-changing students. Rutgers SPAA assists on-campus 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; if a student takes an internship, the credits count towards their concentration, which means they take two electives from their concentration rather than the customary three. An internship must be related to the student's concentration. After the MPA Director approves the request, the student will complete the internship contract and submit it to the department for a special permission number to register for credit. An internship can only count for an elective and cannot replace a core course.

Requirements to receive credits for internship:

- Submit a completed contract
- Complete 150 hours within one semester
- Submit mid semester and final evaluations (by the supervisor and the student)
- Submit a research paper tying the internship to the concentration at the end of the semester within 10-20 pages with works cited

Internship Conditions

- Students may not receive internship credit for normal duties performed in pre-existing employment. The School of Public Affairs and Administration 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.
- Internship may be paid or unpaid, but they must involve at least a 150 hours of internship experience within three months in order to earn three

academic credits. Academic credit is awarded on a letter grade basis and will count as an elective. Credit for approved internships will be granted through course number 20:834:590

- As an academic course you must identify a faculty member to serve as your faculty supervisor.

Application and Approval Process

- **Contract:** Eligible students and internship sponsors must complete an internship contract.

Part of the contract is completed by the supervisors, describing:

1. The nature and extent of internship responsibilities
2. Dates and hours during which the work is to be performed
3. What specific results are expected of the intern
4. Professional and other skills the intern is expected to develop
5. What professional contacts will be available to the intern
6. What resources the intern will be able to use

Another portion of the contract is completed by the student, describing

1. What the intern expects to learn from the experience
2. How this experience will relate to the academic study of public administration
3. How the internship relates to career plans
4. Resources the intern expects to use in completing internship and academic responsibilities
5. Specific written reports (term paper, case study, journal, or similar) the intern will produce

Completed contracts must be submitted for the MPA Director's approval no later than the first day of classes.

- **Work Plan**

Within two weeks after beginning an internship, students must submit a work plan to their faculty supervisor and the MPA Director. The plan should describe specific tasks the intern will perform throughout the semester. 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 the 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 the MPA Director, 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 experience. 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.

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

- **Internship Planning**

The School of Public Affairs and Administration maintains a file of potential internship opportunities in the metropolitan area. The Career Development Center (Hill Hall 309/313) 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 their faculty supervisor and MPA Director to get

Arranging an internship require careful planning and work beyond the normal classroom experience. Visit the Career Development Office or the School of Public Affairs and Administration to obtain the necessary forms and additional information.

Enclosed you will find the following materials required for the completion of the School of Public Affairs and Administration internship:

Internship Contract
Work Plan
Midterm Internship Rating
Midterm Supervisor Evaluation
Final Internship Rating
Final Supervisor Evaluation

- **Reminders**

Internship contracts must be submitted no later than Friday of the first week of classes for the fall and spring semester.

A work plan must be developed within the first two weeks of the internship placement. The plan must be signed by the student, the internship supervisor, the faculty supervisor and submitted to the Director of the MPA Program by the end of the second week of placement. The work plan must be approved before academic credit can be awarded.

Internship ratings and supervisor evaluations must be submitted at the mid-term point of the semester and a second set at the end of the semester.



School of Public Affairs
and Administration | Newark

School of Public Affairs and Administration (SPAA)
Center for Urban and Public Service
Rutgers, The State University of New Jersey
111 Washington Street
Newark, NJ 07102

<http://spaa.newark.rutgers.edu>
spaa@andromeda.rutgers.edu
p: 973-353-5093
f: 973-353-5907

CONTRACT

Student Name: _____

RUID: _____

Phone Number: _____

Email: _____

Concentration: _____

Number of total credits accumulated: _____

Concentration courses taken (list below):

Expected Graduation Date: _____

1) _____

2) _____

3) _____

Faculty Supervising the Internship:

Name: _____

Signature: _____

Date: _____

Internship Sponsor/Agency:

Agency Name: _____

Supervisor Name: _____ Title: _____

Phone Number: _____ Email: _____

Type of Organization: (check all that apply)

Government

Environment

Non-profit

Health Related

Education

Other _____

Organization Size:

Local

State

Other _____

Country/ Regional

Federal/ National



School of Public Affairs
and Administration | Newark

School of Public Affairs and Administration (SPAA)
Center for Urban and Public Service
Rutgers, The State University of New Jersey
111 Washington Street
Newark, NJ 07102

<http://spaa.newark.rutgers.edu>
spaa@andromeda.rutgers.edu
p: 973-353-5093
f: 973-353-5907

Mission Statement: _____

Title and brief description of the proposed internship experience:

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

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 produce?

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?

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.

Internship Supervisor Name

Title

Internship Supervisor Signature

Date

Faculty Supervisor Name

Title

Faculty Supervisor Signature

Date

Student Signature

Date

MPA Director Name & Signature

Date

Academic credit will be awarded at the rate of one credit per 50 hours of supervised work.

The faculty supervisor will assign the final letter grade. The grade will be based on the report (term paper, case study, journal, or other) produced and the supervisor's mid-term and final evaluation.

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.

Internship Supervisor

Date

Faculty Supervisor

Date

Student

Date

Approved for **3** credits

MPA Director Signature

Date

Mid-Semester and Final Internship Rating (Student)

Date: _____

Intern Name: _____ Supervisor Name: _____

Agency: _____

This form, when completed, will be viewed only by the MPA Director and faculty supervisor. 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 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. (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)? If not, please explain what problems you have encountered.

Are you satisfied with the work environment?

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

Mid-Semester and Final Evaluation (Supervisor)

Date: _____

Intern Name: _____ Supervisor Name: _____

Agency: _____

This form, when completed, will be viewed only by the MPA Director and 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. Feel free to make additional comments on the back of the page.

Scale: 1) Not at all competent 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 | 1 | 2 | 3 | 4 | 5 |
| 7. Able to adjust to non-routine assignments | 1 | 2 | 3 | 4 | 5 |
| 8. Keeps constructively busy and mentally alert | 1 | 2 | 3 | 4 | 5 |
| 9. Cooperative in working relationship with others | 1 | 2 | 3 | 4 | 5 |
| 10. Able to work without close supervision | 1 | 2 | 3 | 4 | 5 |