Internship Guidelines

School of Public Affairs and Administration

All students enrolled in the Master of Public Administration (MPA) Program at Rutgers University are eligible to register for internship credit under the specific internship course established by the school. The three-credit internship will count as an elective toward the fulfillment of degree requirement. 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.

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 834:703 or 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; and 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; and 5). Specific written reports (term paper, case study, journal, or similar) the intern will produce.

Completed contracts must be submitted for the Director’s approval no later than Friday of the first week of class for the fall and spring semesters. Applications for a summer internship must be submitted before classes begin for the first session of the summer 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 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 approval.

Arranging an internship dose 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.
RUTGERS
School of Public Affairs and Administration
Rutgers, The State University of New Jersey, Campus at Newark
Center for Urban and Public Service
111 Washington Street
Newark, NJ 07102-1801

Student Name ____________________________  Student I.D. # ____________

Address ____________________________________________________________

____________________________________________________________________

Phone ________________________ Fax _________________________________

E-mail _____________________________________________________________

Faculty of Sponsoring Agency __________________________________________

Address ___________________________________________________________

____________________________________________________________________

Phone ________________________ Fax _________________________________

E-mail _____________________________________________________________

Supervisor and Title _________________________________________________

Type of Organization: (check all that apply)

[ ] Government  [ ] Environment

[ ] Non-profit  [ ] Health Related

[ ] Education  [ ] Other ___________________________

Organization Size:

[ ] Local  [ ] State  [ ] Other

[ ] Country/ Regional  [ ] Federal/ National
Mission Statement:

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
TO BE COMPLETED BY THE INTERN

1. What do you expect to learn from the experience?

2. How will this experience relate to your academic study in public administration?

3. How will this internship relate to your career plans?

4. What specific reports (e.g. term paper, case study, journal, or other) will you produce?
TO BE COMPLETED BY THE SUPERVISOR

1. What is the nature and extent of internship responsibilities?

2. What specific results are expected of the intern?

3. What professional and other skills do you expect the intern to develop?

4. What professional contacts will be available to the intern?

5. What resources will the intern be able to use?
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.

Internship Supervisor 

Date

Faculty Supervisor

Date

Student

Date

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.

MPA Director

Date

Number of credit hours 

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 internship

This plan should describe the specific tasks you will be performing throughout the semester.

________________________________________________________________________
Internship Supervisor

________________________________________________________________________
Faculty Supervisor

________________________________________________________________________
Student

Approved for _______ credits

________________________________________________________________________
MPA Director

________________________________________________________________________
Date

________________________________________________________________________
Date

________________________________________________________________________
Date

Date
Mid-semester Internship Rating

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.

1. Briefly tell us what you have accomplished so far. Do you feel like you have made a contribution to the agency?

2. 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).

3. Has your work plan been modified in any way? If yes, please explain how.
4. Do you have access to necessary resources (such as a desk, phone, computer)? If not, please explain what problems you have encountered.

5. Are you satisfied with the work environment?

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

7. 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 Supervisor Evaluation

Intern’s Name __________________________ Supervisor’s 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.

Not at all competent........... Very Competent Comments/examples

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
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<tbody>
<tr>
<td>9.</td>
<td>Cooperative in working relationship with others</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
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<td>10.</td>
<td>Able to work without close supervision</td>
<td>1</td>
<td>2</td>
<td>3</td>
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