SYLLABUS PSC 795, 3-6 Credits
INTERNSHIP IN PUBLIC ADMINISTRATION

PURPOSE AND PROCEDURES OF THE INTERNSHIP
The program locates MPA candidates without prior in-service experience in government and non-profit offices as a capstone to their formal educational program. Students are placed on the basis of interest, educational needs and ability only after screening and faculty consultation.

THE OBJECTIVES OF THE INTERNSHIP ARE TO PROVIDE
1. Personal insights into general career category.
2. Opportunities to demonstrate proficiency in completing individual work projects.
3. Knowledge about the way in which individual assignments relate to the total organization.
4. Opportunities to refine administrative, research, and communication skills.
5. Greater understanding of the operation of government and administration.

CONSEQUENTLY, THESE INTERNSHIPS DEMAND
1. Careful placement based not only on the intern's interest but also on the project available within the organization and the willingness of employees to exercise careful supervision.
2. Close supervision of interns by both the faculty director and a designated work superior.
3. The assignment of specific projects with responsibilities appropriate to the intern's capabilities.
4. Direction of the intern by the work supervisor during the completion of projects.
5. Opportunities to gain familiarity with other components of the immediate and related offices.
6. Continuous feedback to the intern from supervisors about their general performance.
7. Maintenance of a daily journal by the intern; and submittal of bi-monthly reports to internship director.
8. The completion of a seven to nine page evaluative paper by the intern to be submitted to the faculty director.
9. Evaluation of the intern by both the faculty director and work supervision. These evaluations should be shared by all involved parties.
10. Completion of 300 hours of internship duties for 3 credit hour internship.

READING AND MATERIALS FOR STUDENT
Background reading may be assigned on the basis of prior student experiences and course work.

REQUIREMENTS OF THE COURSE
Internships normally extend from 9 to 12 weeks. They can be either full or part-time depending on the conditions originally negotiated by all involved parties. Although one work supervisor takes responsibility for the intern, the intern may be given assignments outside that supervisor's immediate office if necessary or desirable.

Because the internship should constitute fair exchange between the student intern and the recipient employer, the following conditions apply. Interns should:
1. Be given regular staff assignments.
2. Perform valuable services for the employer.
3. Be subject to review of their work and whatever rewards or sanctions are appropriate.
4. Understand that the internship can be terminated at anytime with the consent of the faculty advisor if job performance is unsatisfactory.
EVALUATION AND GRADING
Interns will be evaluated jointly by the work supervisor and supervising instructor. The instructor will review written assignments, personal contracts, and the supervisor evaluation in assigning a pass or fail grade.
1. **ACTIVELY SEEK INFORMATION**
   When presented with a problem or project, don't expect the answers to come to you. Make every effort to cover all bases by speaking to everyone you can think of who can help you.

2. **ASK QUESTIONS**
   Don't be afraid to make inquiries of those who may have the answer you need. Work independently as much as possible, but ask for help when you need it.

3. **WRITE CLEARLY AND CONCISELY**
   When preparing reports, say what is necessary as understandably as possible in a format that is easy to follow. Verbiage alone is not impressive; it has to say something. Try to anticipate the questions your supervisor might ask. This will save you a lot of extra work in the long run.

4. **CONSIDER PROJECTS IMPORTANT**
   Don't feel that any assignment is petty or beneath you. Although it may seem minor to you, it is important enough for someone else to have brought it up. If you weren't doing it, your supervisor probably would be. So how insignificant can it be?

5. **BE PROFESSIONAL**
   Don't project a cynical or know-it-all attitude. This will only create animosity and will get you nowhere. Remember that the career public officials you are working with have much more experience and recognize the problems to be overcome better than you do. Listen to their point of view and learn from it.

6. **BE ATTENTIVE**
   When meeting with other people (especially the public), let them know you are interested in their problems and want to help them. Show people that government can be, and is, responsive.