

MPA 8010
MANAGEMENT INTERNSHIP

Faculty Instructor

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Purpose

The purpose of the internship is to provide students with an opportunity to link the knowledge they have learned in their courses with work experiences in public or non-profit organizations. Ideally the intern's supervisor serves as mentor helping the intern learn about the organization's mission, work processes, as well as the mentor's particular responsibilities and how he or she accomplishes the work. Interns should be assigned work that permits them to gain a variety of managerial and administrative experiences relevant to their employing organization.

Work at Placement

Examples of appropriate work to be conducted during an internship include:

- (1) writing grant proposals;
- (2) collecting data via interviews, surveys, and other methods;
- (3) analyzing data and writing a report;
- (4) preparing budget requests;
- (5) preparing financial management documents;
- (6) recruiting and training volunteers;
- (7) researching and writing speeches/presentations/testimony;
- (8) attending staff, board, commission, and/or council meetings;
- (9) drafting personnel handbooks; and
- (10) reading important documents, such as strategic plans, budgets, and annual reports.

This list is meant to be suggestive of the kind of assignments interns should be given. The particular assignments clearly will depend upon the organization, the supervisor, and the intern's interest and abilities.

Requirements

The intern may work part-time or full-time. Most of our internships are paid an hourly rate, but some are not. The total number of hours devoted to the internship must be 300 in order for the experience to

earn three academic credits (assuming the work assignments are appropriate). Most interns work an entire academic year in order to gain experience helpful in their careers, but they are not required to do so.

Once an internship is obtained, the employer should send the MPA Director a letter of employment which lists the start and duration of the internship, the number of hours the intern will work per week, compensation (if any), the name and phone number of the intern's supervisor, and the general work assignments to be given.

Written Work

MEMOS

Once their internships begin, every three weeks interns must send to the MPA Director a one or two page memo in which they describe their work assignments. Please include the following in every memo:

- Name
- Date Submitted
- Dates of Internship Covered
- Work Assignments Completed

FINAL PAPER

At the completion of their internships, interns must write a 12 to 15 page essay. The goal of this essay is to apply some of the theories, concepts, approaches, and techniques from courses to the work experiences. Interns should use reading assignments, lectures, research assignments, and other course materials as the sources of information.

For example, an intern may have experienced the politics associated with tax increases. In the paper, it would be appropriate to use ideas from MPA 8003 or PSC 8209 to put the experience in broader context. Another example might be that an intern witnesses managers dealing with ethical issues. In that case, ideas from MPA 8300, or MPA 8002, or MPA 8001 would offer excellent material for analysis. Finally, participation in a planning process might reflect ideas from MPA 8400, MPA 8299 (Land Use and Zoning), or MPA 8100.

Follow the standard essay format with bibliography and properly documented citations.

The paper is due the last day of classes in which the intern is registered for the internship.

GRADING

The final grade will primarily be based on the supervisor's evaluation of the intern's work. The on-site supervisor completes an evaluation form and recommends a letter grade. The "+" or "-" tied to the letter grade is determined by Dr. Palus based on the memos and the final paper submitted.