

MPA Internship Requirements

- All students without significant work experience are required to complete a public service internship. The MPA Director will review each student's work history at the time of admission to determine if an internship will be required.
- The requirements of the internship are: 300 hours of work (for 3 semester hours of credit) in a position approved by the Internship Coordinator and a written report (described below). Students who successfully complete the requirements of the internship will be awarded three semester hours of academic credit. A student who accepts a full-time position involving significant administrative or policy making responsibilities after admission to the MPA program may petition for a review of the internship requirement.
- *Placement*
 - Entering students who are required to complete the internship requirement should arrange to meet with the Internship Coordinator as soon as possible after entering the MPA program. While it is ultimately the student's responsibility to secure an internship position with an acceptable employer, the Internship Coordinator will assist students whenever possible, and maintains a file on potential employers. Internships should be either with government agencies or not-for-profit organizations. Internships in the private sector may be granted academic credit only after prior approval by the MPA core faculty.
 - Below are some important web sites listing various internship opportunities.
 - <http://www.usajobs.gov/search?Internships=yes> This site is a partnership between the US Office of Personnel Management and the Partnership for Public Service.
 - Our accrediting body, NASPAA (National Association of Schools of Public Affairs and Administration), www.naspaa.org, maintains a site on which various internships are posted. <http://www.publicservicecareers.org/>
- *Compensation*
 - Although compensation is not a required element of the internship program, students are strongly encouraged to pursue paid internship positions. Compensated internships more closely replicate the true workplace relationship. Where possible, the intern should be paid directly by the employer, without the involvement of East Carolina University or the MPA program.
- *Confidentiality and Privacy*
 - Some internship experiences (military, health or medical, etc.) can involve issues of access to confidential materials and clients' rights to privacy. Students should take every precaution not to invade clients' rights in the internship presentation, the internship report, and in their daily conversations with friends, fellow students, and professors.
 - Students who have access to health and medical records are covered under provisions of the Federal Health Insurance Portability and Accountability Act of 1996. This act requires those who have access to certain patient health and medical information to

undergo training before they can access these records. The web site: <http://www.ecu.edu/cs-dhs/hiss/training.cfm> has further information for ECU students and staff on this requirement.

- *Internship Report*

- Each student must prepare an internship report which will describe how his or her internship experience has enhanced his or her understanding of the knowledge and skills required in public sector management. The internship report should be regarded as a major paper of an applied nature with quality and length appropriate for graduate-level academic credit.
- The internship report is designed so that the student intern can synthesize his or her practical experience with theoretical learning. The outline of a typical report should take the following form:
 - Agency Setting:
 - A description of the organization's goals and objectives
 - Major programs and activities of the organization
 - Organizational chart of the agency showing the intern's place in the organization
 - List of names, titles, and addresses of administrative officials who are significantly related to the student intern's work
 - The Internship Projects, Duties, and Responsibilities:
 - List all projects assigned and completed by the student intern
 - Description of duties and responsibilities
 - A journal kept by the intern during the internship period
 - Description of skills, knowledge and methods used in resolution of problems assigned
 - Interns are encouraged to observe and assess the management behaviors (positive and negative) in summary fashion of all supervision. The actual names or precise identification of individual should not be included in the report in order to protect the privacy of all parties.
 - Annotated Bibliography:
 - List of books, government documents, articles, and other literature the student has read relating to his or her internship projects, duties, and responsibilities with a brief summary of each.
 - Evaluation Summary:
 - Assessment of the degree of personal growth experienced by the student as well as difficulties encountered
 - Discussion of the intern's personal views, career goals, and perceptions of the public sector management
 - Suggestions on any aspect of the internship

- Appendix:
 - Any additional information that will help the evaluation process such as a sample of work produced during the internship
- The following documents are the:
 - Guidelines for Master of Public Administration Internship Paper
 - Academic Internship Contract
 - Student Intern Evaluation Report
- ***Guidelines for Master of Public Administration Internship Paper***
 - **Purpose:** The purpose of a public administration internship is to provide the student with experience in a practical setting of a public or non-profit agency. The student is to experience the real life day to day dynamics of the organization for which he or she is assigned.
 - **Daily Journal:** It is important that the student keep a journal of each day working within the agency.
 - It is significant to note the assignments given by supervisors and how you accomplished them.
 - If you develop a policy or other written product as part of your assignment is important to include this within your internship paper.
 - It is important to observe and note the management styles of superiors and other supervisors and record your observations.
 - **Objectives of Internship:** When you were given permission to take an internship with a specific agency, the permission form lists the projects and work assignments that the agency has agreed to provide.
 - Your paper should reflect and emphasize these projects and assignments.
 - Once you are actively involved in the internship, should these assignments or projects change, you should discuss this change with the Graduate Internship Coordinator promptly!
 - **Writing the Paper:** As with any professional paper presented to the faculty, the paper should be typed and bound in some manner.
 - The initial section of the paper should describe the setting and structure of the agency of which you have been assigned.
 - The objectives you were assigned and how you went about accomplishing them should be described.
 - A typed version of your daily journal should be included (see above for content).
 - Finally, the paper should include an assessment of what you learned.
 - What management styles did you observe (positive or negative) and what did you learn from this observation?
 - Were there political influences that you observed?
 - Also assess from your perspective the efficiency or effectiveness of your element of the agency and what you learned.

- Interject your value system and what you have been taught by the faculty in this assessment.
- Detail how this internship experience will help you become an effective and productive public or non-profit employee and how you believe it will advance your career. Do not copy policies and procedure not developed by you for inclusion within the paper unless they have some direct relevance to a theme you are using in your paper!
- **An additional copy of the final internship paper must be submitted to the Internship Coordinator in an electronic format that will allow long term storage.**

- **Internship Agreement**

MPA Program
 Department of Political Science
 East Carolina University

This is a three party agreement between:

1. (the "Student") Name of intern:
2. (the "Agency") Name of institution or agency hosting the internship:
 Represented by (the "Supervisor") Name of intern's supervisor at the Agency:
3. MPA Program, Department of Political Science, East Carolina University ("Department")
 Represented by (the "Faculty Member") Name of faculty member directing the internship:

The purpose of this agreement (the "Agreement") is to define the responsibilities of the parties in connection with the Student's internship at the Agency (the "Internship"), in order to provide an appropriate educational experience for the Student.

1. The Student agrees to report to the Supervisor for a total of ____clock hours between:
 Starting date of the Internship_____
 Ending date of the Internship_____
2. To enroll in ECU course _____(the "Internship Course" in the Fall Spring Summer I Summer II semester of ____, for ____ hours of academic credit.
3. To perform the tasks designated by the Supervisor, as described in Appendix A for this agreement.
4. To perform the academic work described in Appendix A, and any other academic work assigned by the Faculty Member.
5. To provide to ECU a written evaluation of the Internship experience.
6. That he/she is not made an employee or agent of the Agency or of ECU by this Agreement.

7. The Agency agrees:

- A. To assign educationally meaningful tasks to the Student, as described in Appendix A, and to oversee and instruct the Student as necessary in the completion of these tasks.
- B. To have the Supervisor confer with the Faculty Member during and after the Internship in connection with the Student's progress.
- C. At the end of the Internship, to submit to the Faculty Member a written evaluation of the Student's performance.

8. Department agrees:

- A. To assess the Student's work based on conferences between the Supervisor and the Faculty member, and all written and other work to be submitted by the Student as described in Appendix A of this agreement.
- B. To submit a grade for the Student in the Internship Course that reflects the Student's performance of the Internship and any other requirements of the Internship Course.
- C. To assess the academic quality of the Internship, and to provide the Agency upon request with a written evaluation of the assessment.

Signatures:

Student: _____ Date: _____

For the Agency:

Supervisor: _____ Date: _____

For the MPA Program, Department of Political Science:

Faculty: _____ Date: _____

Appendix A:

1. (To be completed by Supervisor). Tasks to be performed by the Student in connection with the Internship include, but are not limited to:

2. (To be completed by the Faculty Member) other work to be submitted to the Faculty Member by the Student.

Accepted and approved:

Student: _____

Supervisor: _____

Faculty Member: _____

STUDENT INTERN EVALUATION REPORT

Student: _____

Agency Supervisor: _____

Reporting from: _____ to: _____

	Poor	Fair	Good	Very Good	Excellent
<u>Promptness:</u> (reports on time; completes assignments on schedule, etc.)					
<u>Reliability:</u> (carries out assignments as instructed; detail oriented, etc.)					
<u>Initiative:</u> (carries out tasks with minimum detailed explanation and supervision)					
<u>Quality of Work:</u> (relating to substance rather than timeliness)					
<u>Communication Skills:</u> (both oral and written skills)					
<u>Cooperation:</u> (ability to work effectively with others to achieve mutual goals)					
<u>Judgment:</u> (relating to ethical behavior and sense of responsibility)					

Agency Supervisor's Signature: _____ Date: _____

East Carolina University is a constituent institution of the University of North Carolina, an equal opportunity/affirmative action university, which accommodates the needs of individuals with disabilities.

Recent Internship Placements:

Alamance County Sheriff's Department
Appalachian Regional Commission
Center for Family Violence Prevention
Chamber of Commerce, New Bern, NC
City of Fuqua-Varina, NC, Manager's Office
City of Greenville Planning & Development
City of Greenville, NC, Manager's Office
City of Greenville, NC, Office of Community Development
City of Greenville Planning & Development Department
City of Rocky Mount, NC, Finance Office
City of Washington – Manager's Office
Congressional Sportsman Foundation, Washington, DC
ECU Office of Engagement, Innovation & Economic Development
Food Bank of Eastern North Carolina
Greene County, NC, County Manager's Office
Hope and Glory Ministry, Greenville NC
Pitt County Finance
Pitt County Finance & Personnel
Pitt County Health Department
Pitt County Manager's Office
PORT Human Services – Finance Office
STRIVE of Pitt County
Urban Ministries of Wake County, Raleigh NC
Village of Frankfort, IL, Village Administrator's Office