

Section MPA.I	MPA Internship Guidelines
Modification Date:	Source:

The MPA Programs encourage students to complete internships as elements of their programs of study. The following guidelines define how the internship programs are implemented.

Implementation Responsibilities

The following faculty members and administrators are responsible for implementation of the MPA internship program consistent with these guidelines.

- **MPA Directors:** They schedule the PAD 780 courses and generally oversee the implementation of the MPA programs.
- **MPA Career Advisor for MPA Career Services:** The advisor maintains a listing of internship opportunities and advises students concerning the process of obtaining internships. The advisor also coordinates the process of application for recommendation for enhanced internships, including the circulation of informational materials to potential applicants.
- **PAD 780 Instructors:** PAD 780 is assigned to a member of the MPA core faculty, or, if it assigned to a member of the adjunct faculty, the strong preference is to select a highly qualified member of the Career Center staff. The course instructors are responsible to fulfill the course requirements consistent with College and MPA program standards and guidelines, including these guidelines.
- **Internship Committee:** The MPA Directors appoint, for each academic year, an Internship Committee (MPAIC) consisting of at least 3 faculty members, the MPA Career Services Director, a student designated by the MPA Student Association, and up to two representatives of host agencies. The MPAIC is chaired by the MPA Career Services Director. The MPAIC leads implementation of these guidelines and makes recommendations to the MPA Faculty to update or modify these guidelines.
- **Enhanced Internship Panels:** For enhanced internships (defined below) the MPAIC may act as the candidate review committee or may designate one or more Enhanced Internship Panels to review the applications and draft the recommendations which will be made by the MPAIC.

NASPAA Expectations

The MPA programs seek to comply with the NASPAA guidelines for internships, which are published here: <http://www.naspaa.org/principals/resources/internship.asp>

Legal Expectations

The MPA programs seek to comply with the Fair Labor Standard Act (FLSA) guidance concerning internships, recognizing the following FLSA guidance: *“The FLSA makes a special exception under certain circumstances for individuals who volunteer to perform services for a state or local government agency and for individuals who volunteer for humanitarian purposes for private non-profit food banks. WHD also recognizes an exception for individuals who volunteer their time, freely and without anticipation of compensation for religious, charitable, civic, or humanitarian purposes to non-profit organizations. Unpaid internships in the public sector and for non-profit charitable organizations, where the intern volunteers without expectation of compensation, are generally permissible. WHD is reviewing the need for additional guidance on internships in the public and non-profit sectors.”*

THE FLSA Guidance is published here: <http://www.dol.gov/whd/regs/compliance/whdfs71.htm>

Internship Course: PAD 780 and PAD 781

Course Description: MPA students intern in a government agency or nonprofit organization and meet once a week in seminar to integrate the student’s internship experience with the assigned readings for classroom discussion. While all students will benefit from gaining substantive work experience in their particular area of interest, pre-service students are especially encouraged to complete an internship. Placement is arranged in consultation with the individual students and the MPA Career Director.

Course Objectives: The internship is a structured educational work experience, where students take a responsible role and contribute to a public administration organization. Through the internship, the student should learn new skills, expand their knowledge of a particular policy or management area, explore career options, and apply academic knowledge in a ‘real life’ situation.

PAD 781: When a student seeks to complete a second internship for credit, PAD 781 will be used as the course. A faculty member will be designated as the course instructor as an Independent Study course.

Course Requirements: Course requirements for PAD 780 and PAD 781 include the following:

- Placements are in governmental agencies or nonprofits and require 300 semester hours, approximately 20 hours per week.
- Class attendance is required. (Hybrid)
- Students are required to complete a PowerPoint presentation, structured journal entries, discussion board assignments and a final paper.

Credit or Recognition for Internships Completed Without PAD 780 Enrollment

MPA students may complete internships without enrollment in PAD 780. These may include internships completed prior to enrollment in the MPA program. However, the MPA programs cannot grant external graduate credit for such internships, and completion of such internships is not reflected on a student transcript.

A student might report these non-MPA internships in his or her CV, and the weight that a potential employer might give to the internship would depend on the reputation of the organization and the content of any recommendation or internship completion documentation which the organization might have provided.

In limited circumstances, when prior approval is made by an MPA Director in writing, a student might begin an internship prior to the start of the PAD 780 course associated with the internship.

Internship Advising

Internship advising is provided by MPA Services. When possible, the intent to complete an internship should be specified in the student's Degree Completion Plan, and Career Services should be periodically provided with lists of advised of upcoming internship course enrollments so that Career Services advising (to find internship opportunities) can begin in advance of the start of the semester involved.

Generally, students should be encouraged to complete internships after completing at least 15 credits of MPA coursework. The internship should be completed when a student has completed courses that bring relevant skills and expertise to the internship experience, and when the student can use the internship as part of a career development strategy.

Internship Differential Tuition Waivers

For the Fall, Spring and Summer semesters, up to 10 tuition waivers are allotted for students completing PAD 780. Waivers are provided only to students who meet the following eligibility criteria:

- The student must have a Degree Completion Plan on file specifying when the internship is to take place.
- The student must be otherwise eligible for Differential Tuition Financial Support.
- The student must have completed at least 15 credits of MPA coursework prior to enrolling in PAD 780.

The MPA Career Advisor coordinates the process of announcement and review of applications.

Enhanced Internships

An enhanced internship is an internship opportunity meeting special standards, for which the MPA Directors or other designated College officials recommend one or more candidates to the agency involved based on a competitive process.

Enhanced Internships: These internship opportunities are identified by Career Services in consultation with the MPA Directors. While designation of an internship as enhanced is at the discretion of the Enhanced Internship Committee, the decision will be determined with consideration of the following factors. These are not mandatory criteria, but factors to be considered.

- Does the internship assignment involve work assignments which require special competence and skills which need to be identified in advance?
- Does the internship involve access to leadership officials in the host organization, or the lead specialists for the function involved?
- Is there financial compensation for the student, or other unusual benefits such as internship completion as a qualification for consideration for employment opportunities.
- Is the internship otherwise enhanced by the host organization, such as through special workshops and training opportunities.
- Does the agency treat the internship as a competitive opportunity, and/or does the agency expect the college to treat the internship as a competitive opportunity and therefore only recommend one or a few candidates?

If the internship general requires a structured nomination process, the MPA program seeks to support the selected student(s) in complying with the requirements of the process.

If the internship is provided specifically for the JJCCJ MPA programs, a memorandum of understanding may be drafted to reflect the expectation of the host agency and the College.

MPA Internship Committee: The MPA Directors appoint, for each academic year, an Internship Committee (MPAIC) consisting of at least 3 faculty members, the MPA Career Services Director, a student designated by the MPA Student Association, and up to two representatives of host agencies. The MPAIC is chaired by the MPA Career Services Director. The MPAIC leads implementation of these guidelines and makes recommendations to the MPA Faculty to update or modify these guidelines.

Enhanced Internship Panels: For enhanced internships (defined below) the MPAIC may act as the candidate review committee or may designate one or more Enhanced Internship Panels (EIP) to review the applications and draft the recommendations which will be made by the MPAIC.

Coordination for College-Wide Opportunities: Certain internship opportunities may be open to students from several graduate programs or, in some cases, both graduate and undergraduate programs. In such cases the MPAIC will seek to align the application and

selection process with the college-wide process. Methods of alignment may include designation of the college-wide committee to serve as the EIP for the internship involved.