

MASTER OF PUBLIC ADMINISTRATION & PUBLIC POLICY PROGRAM INTERNSHIP LEARNING CONTRACT

James W. Martin School of Public Policy and Administration

INSTRUCTIONS: The internship consists of both a professional development component and the 400 hours experiential component. The professional development requirement will be fulfilled throughout the first two semesters by participating in the designated activities and workshops. You must complete these activities to get credit for the internship. Professional activities are approved by the DGS or assigned faculty member. The information in this contract applies to the 400 hours in the internship. This document should be completed in as much detail as necessary to insure that all parties are clear on what final products will be turned in and how the student will be evaluated. It should be signed by all parties and turned in NO LATER than two weeks (80 hours) into the internship. Intern: E-mail Address: Placement Organization: Address: Internship Supervisor: Email: Beginning Date: Ending Date: If the ending date is not filled in than the student affairs office should be notified at the end of the internship so that the preceptor can be thanked and an evaluation can be requested. Semester registering for PA 711(Please register for your faculty advisor's section):	To be completed by Martin School: Student has completed assignments a the Internship DGS or instructor Date: Course Grade:	nd activities comprising the career development component of
E-mail Address:	experiential component. The professional of semesters by participating in the designated credit for the internship. Professional activity The information in this contract applies to much detail as necessary to insure that all professional activities are the contract applies to much detail as necessary to insure that all professional activities.	development requirement will be fulfilled throughout the first two discrivities and workshops. You must complete these activities to get ities are approved by the DGS or assigned faculty member. the 400 hours in the internship. This document should be completed in as parties are clear on what final products will be turned in and how the
E-mail Address:	Intern:	
Placement Organization:	E-mail Address:	
Address:		
Internship Supervisor: Email: Beginning Date: Ending Date: IF the ending date is not filled in than the student affairs office should be notified at the end of the internship so that the preceptor can be thanked and an evaluation can be requested.	Address:	
Beginning Date: Ending End	Internship Supervisor:	Email:
so that the preceptor can be thanked and an evaluation can be requested.	Beginning Date:	Ending Date:
Semester registering for PA 711(Please register for your faculty advisor's section):		
	Semester registering for PA 711(Plea	se register for your faculty advisor's section):

Please answer the questions below on a separate sheet and attach to the contract before you turn it in to Jackie McCuddy, $413\ POT$.

1. Г	Discuss the nature and specific responsibilities of your placement or project:
	Describe your particular learning objectives for this placement, and in what ways will this experience allow you to accomplish these objectives:
	Describe the criteria that will be used for grading your internship (papers, logs, reading lists, evaluations by field supervisor, etc.). Attach additional documents if necessary:
4. V	What arrangements have you made for meeting with your faculty supervisor?
Student	Signature:
Faculty	Supervisor Signature:
Organiz	ation Supervisor Signature: