



MASTER OF PUBLIC ADMINISTRATION & PUBLIC POLICY PROGRAM  
INTERNSHIP LEARNING CONTRACT  
James W. Martin School of Public Policy and Administration

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To be completed by Martin School:

Student has completed assignments and activities comprising the career development component of the Internship

DGS or instructor Date: \_\_\_\_\_

Course Grade: \_\_\_\_\_

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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**): \_\_\_\_\_

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