

 **Martin School of Public
Policy and Administration****PPL 399 – Internship Experience Learning Contract**

This contract should be completed in conjunction with input from the faculty sponsor and the internship supervisor and turned in to the Director of Undergraduate Studies (DUS) within two weeks of beginning the internship placement. Once the completed contract is approved by the DUS, registration instructions will be sent to the official UK student email. Students should work *3 hours per credit hour per week for a full semester (16 weeks). Work schedule should be worked out with faculty supervisor and placement supervisor prior to registration.

Student name:

Student ID:

UK email:

Year in program:

Semester/Year:

Credit hours*:

Internship site/Placement organization:

Internship supervisor name:

Internship supervisor email/phone number:

Address:

Start date – end date:

Estimated hours worked per week:

Student Signature:

Faculty Supervisor Signature:

Organization Supervisor Signature:

1. Describe your specific job responsibilities in your internship placement. If you haven't started your internship yet or you're unsure, consult your internship supervisor.

2. The student learning outcomes for the public policy program are:
 - *Identify and evaluate contemporary public policy problems and their historical contexts, drawing on understanding of policy theories, processes, institutions, and actors.*
 - *Consider public policy issues from an equity lens and from diverse perspectives, including perspectives of those people and communities directly affected by policies.*
 - *Produce evidence to inform complex policy decisions – managing data, applying quantitative and qualitative tools from a range of disciplines for research and analysis, and interpreting public policy research.*
 - *Demonstrate public service leadership competencies including ethical and collaborative decision-making, creative and critical thinking, promoting diverse and inclusive environments, cross-cultural competence, and managing for innovation and results.*
 - *Communicate complex policy concepts and analyses with a variety of audiences through effective writing, speaking, and listening skills.*

Identify at least two student learning outcomes that you will work to master in your internship placement and explain.

3. To earn PPL 399 credit for your internship, you must be willing to participate in the following during the semester you are enrolled:
 - Meet with faculty mentor and other internship students twice during the semester
 - Participate in an internship panel for current students to learn about your experience
 - Complete a written or recorded interview describing your experience and how it connects to the public policy program

Lastly, we will contact your internship supervisor for an evaluation of your performance. This will also factor into your final grade for PPL 399. Please indicate that you understand and agree to fully participate in these requirements.