



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:

Academic year (ex. junior):

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: _____

Requirements

By enrolling in PPL 399, you will:

- 1) Complete internship responsibilities as directed by your on-site internship supervisor.
- 2) Participate in one-on-one and/or group check-in meetings via Zoom with UK Martin School faculty and/or staff.
- 3) Complete reflections and other exercises as assigned by the UK Martin School faculty supervisor through Canvas. These reflections and exercises will support your professional development and many align with the KY Council on Postsecondary Education's 10 Essential Skills (see below).

At the conclusion of the internship, Martin School staff will send an evaluation form to your on-site internship supervisor.

Optional Activities

During or at the conclusion of your internship, the Martin School may also ask if you would be willing to share reflections on your internship with current students through panel discussions or with the broader community through various media. These media may include social media posts, stories for the Martin School website, marketing materials, etc. The Martin School very much appreciates students who share their experiences but this is purely optional.

Kentucky Council on Postsecondary Education | 10 Essential Skills

- Communicate effectively
- Think critically to solve problems and create new ideas and solutions
- Apply quantitative reasoning skills to analyze and solve numerical problems
- Interact effectively with people from different backgrounds
- Adapt to changing circumstances while leading and supporting others
- Perform professionally
- Engage in civic life to improve society
- Collaborate and work in teams
- Apply academic knowledge, skills and abilities
- Use information for decision making

Please enter your initials below to indicate that you understand and agree to fully participate in these requirements.