

FOR-CREDIT INTERNSHIP CONTRACT: PUBLIC AFFAIRS

Internships provide a positive learning experience for students by allowing the development of professional skills and an assessment of possible career paths. Further, these experiences enhance a student's marketability for future employment and other career opportunities.

Bloch School internships in the MPA program are normally three credit hours, may be used for elective credit, and are supervised by a Bloch faculty member. Such experiences are not simply part-time jobs; rather, they provide a more significant professional opportunity (as noted on the back of this contract). Job duties and related responsibilities are expected to revolve around the student's academic program and coursework. It is important to note that internship credit is not available for duties performed in current or prior employment.

This contract must be signed by the student, the internship provider, and the faculty sponsor. Once these signatures have been obtained, the contract is submitted to the Bloch Graduate Programs Office, at which time the student will be given permission to enroll. The contract must be filed prior to the start of the internship. *Note: Students must work with their faculty advisor to obtain the necessary approvals and to ensure proper program credit.*

Student Information			
_____	_____	_____	_____
Student Name	Student Number		
_____	_____	_____	_____
E-Mail Address	Telephone Number		
_____	_____	_____	_____
Mailing Address	City	State	Zip
Emphasis Area (if applicable): _____		Credit Hours: ____	
Academic Semester (check one): Fall _____ Spring _____ Summer _____			
Bloch Faculty Sponsor: _____			

Sponsoring Organization			
_____	_____	_____	_____
Organization	Nature of Operation		
_____	_____	_____	_____
Mailing Address	City	State	Zip
_____	_____	_____	_____
Contact/Supervisor	Title/Position		
_____	_____	_____	_____
Telephone	E-Mail Address		

Working with a supervising faculty member, prepare a one-to-two page, word-processed (i.e., typed) document that summarizes the proposed learning arrangement. The document would normally include, among other things:

- A description of the intern's duties and responsibilities, and any special training that is offered by the internship provider
- What you intend to learn through the internship in terms of professional experience (i.e., the learning objectives)

- How the grade will be determined (e.g., submission of a journal¹, submission of a paper at the end of the internship experience and/or a PowerPoint presentation of the internship experience², meetings with the faculty sponsor, deadlines, summarization of the internship experience by the provider, etc.)

This write-up must be approved by the sponsoring faculty member and the internship provider, and attached to this form.

Under terms of this contract:

➤ The student agrees to:

- Perform all assigned tasks in a quality manner and to the satisfaction of the internship provider.
- Adhere to all personnel rules, regulations, and other standard requirements of the host organization, including regular and timely reporting to the internship site.
- Report serious health, safety, and personnel problems to the internship provider and the Bloch faculty sponsor.
- Accept no other employment opportunities that run concurrently with the internship period unless approved in advance by the internship provider and the Bloch faculty sponsor.
- Follow the grade-determination guidelines (and deadlines) that are spelled out in the attachment to this document.

➤ The internship provider agrees to:

- Provide an enriching professional work experience for the student with a specific set of projects or work product that stress higher-level skills of thinking and analysis, with a minimal number of routine administrative tasks (such as filing, answering the phone, running errands, and basic word processing).
- Provide a personal workspace.
- Work directly with the student when finalizing the expectations, hours, duties, and overall goals described in this contract.
- Employ the student at least 50 hours for each credit hour earned by this internship arrangement unless the agreement is terminated for cause. MPA, three-credit-hour internships must total at least 150 hours.
- Have on-going communication with the student about his or her performance, and notify the Bloch faculty sponsor of any problems.
- Complete a performance evaluation at the conclusion of the internship that will be sent to the Bloch faculty sponsor on a timely basis.

➤ The faculty sponsor agrees to:

- Coordinate the internship experience and provide related administrative support for the internship provider and the student.
- Make at least one site visit during the semester.

I agree with all components of this learning contract and its attachments.

Student Signature: _____

Date: _____

Faculty Internship Sponsor Signature: _____

Date: _____

Internship Provider Signature: _____

Date: _____

RETURN TO THE BLOCH SCHOOL STUDENT SERVICES OFFICE (ROOM 115) FOR FORMAL ENROLLMENT IN THE INTERNSHIP COURSE.

¹ The journal should summarize how your time was spent, what you learned, what went right, what could have gone better, and so forth. The journal should be updated at the end of each week and submitted as requested by the faculty sponsor.

² The paper and/or presentation should be based on the journal and be linked to the internship's learning objectives. It is especially important to illustrate linkages between the internship experience and your academic coursework.