



# **SGPP Undergraduate Internship Manual**

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For the following courses:

**PA 393 Public Affairs**

(3 credit internship required)

**PA 493 Criminal Justice**

(3 credit internship required)

**POL 393 Political Science**

(elective credit)

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# University of Arizona

## GENERAL INTERNSHIP INFORMATION

**Purpose of an internship:** The primary goal of an internship is to give students an opportunity to apply lessons learned in the classroom to a real-world experience set in a professional practice-oriented environment, with the intern's work preferably overseen by a professional.

In addition to offering students the opportunity to demonstrate and develop their technical skills, it allows students to develop professional skills such as teamwork, effective communication, social interaction, and professional networking, an understanding of business procedures, leadership, and critical thinking.

Finally, it should provide students with work experience within a semi-formal academic framework that carries with it official course credit from The University of Arizona.

**Definition of an internship:** An internship is a guided learning experience offered by an organization with the student's education and preparation for future employment in mind. An internship is a temporary practical assignment, usually lasting only 1-2 academic terms, with no guarantee of ongoing employment.

When internships are pursued for academic credit, the academic unit is responsible for assessing assignments and awarding credit.

**Concurrent enrollment:** All hours of work at an internship for credit must take place on or after the first day of the term in which the student will register and for which the student will receive credit, and be completed on or before the last date of the same term. A General Petition will be required for any retroactive requests for credit.

Complete [UA Internship Policy](#)

# SGPP Undergraduate Internships

## Internship Benefits

Internships are an important part of the School of Government and Public Policy's curriculum. Internships offer students a chance to work in an area of interest and allow the time and experience necessary to evaluate future career opportunities. Internships provide an opportunity to:

- Accumulate new professional skills
- Gain experience in a chosen field
- Develop a network of professional contacts
- Increase your ability to find employment

## Eligibility Requirements

To receive academic credit for an internship, you must be an SGPP major or minor. Students must have:

- a cumulative GPA of 2.0 or higher
- completed at least one semester at UA
- earned 30 or more credits (freshman are not eligible for internship credit)

## Requirements by Major

- Criminal Justice (CJS) majors are REQUIRED to complete a 3-unit internship course (PA 493). Up to 6 internship credits can count toward major elective credit.
- Public Affairs (PAF) majors are REQUIRED to complete a 3- unit internship course (PA 393). Up to 6 internship credits can count toward major elective credit.
- CJS & PAF double majors are REQUIRED to complete a 3-unit internship course for each major.
- Political Science majors are encouraged to enroll in internships for upper division elective credit (POL 393).
- Law majors will enroll in internships through the B.A in Law office. Contact Linus Kafka, Assistant Director of Careers & Outreach ([lkafka@arizona.edu](mailto:lkafka@arizona.edu)), to receive internship enrollment information.

# Internship Options

Main Campus SGPP students have two options for completing internship degree requirements.

## 1. Option 1:

- Enroll in **PA 393** (Public Affairs Internship Course) or **PA 493** (Criminal Justice Internship Course) (3 units)
- 120 hours of internship + 15 hours of coursework via D2L.

## 2. Option 2:

- Complete **PA 393A** (1-unit) and **PA 393/493** (2-units).
- Enroll in **PA 393** (Public Affairs Internship Course) or **PA 493** (Criminal Justice Internship Course).
- After completing PA 393A, students will enroll in PA 393, PA 493, or POL 393, a two-unit internship course that requires 80 hours of on-site work
- 80 hours of internship + 10 hours of coursework via D2L

## PA 393A: Internship Readiness in the Public Sector – 1 Unit Course

- Equips students with career-readiness skills needed to secure internships, enhancing post-graduation career prospects.
- Includes guest speakers such as judges, law enforcement professionals, and representatives from non-profit organizations.
- After completing PA 393A, students will enroll in PA 393, PA 493, or POL 393, a two-unit internship course that requires 80 hours of on-site work.

## Two Components of the SGPP Internship

1. On-site internship at a nonprofit organization or government agency
2. Academic coursework through D2L (no in-person class)

## Internship Credit

SGPP internship course credit is only given for approved internships with 501(c)(3) nonprofit organizations or government agencies. The hours that are required for completion of an internship are designed to mirror the number of hours that a student would spend on an upper-division course (class time + assignments).

- One unit of academic credit is awarded for 45 hours of internship work (40 on-site internship hours + 5 hours work on course assignments.)
- For example, for a 3 credit internship, **120 hours of on-site internship work + 15**

hours course assignments = 135 hours.

- Internship hours must be completed within the designated dates of your course enrollment. No retroactive internship credit will be granted.

These units may be either general elective credits or credits that apply to a major or minor; speak to an academic advisor in your major to find out how these credits apply toward your program of study.

## Find an Internship

Finding an internship is similar to the process of securing employment.

Plan ahead. Depending on location, start search 4-12 months before your planned start date.

- Understand internship eligibility and requirements, see above.
- Prepare a resume and cover letter ([UA Career Development](#) office can help.)
- Research internship options and apply to multiple organizations.

Where to find internships:

- View pre-approved [SGPP Internships](#)
- View [UA Career Development](#) information and search internships on [Handshake](#).
- Search online for 501(c)(3) non-profit organizations or government agencies in your interest area.

**International Internships** – Check out the internships on the [Study Abroad](#) website. Scholarships are available.

## Internship Approval

Students receive upper-division credit for SGPP internships. Therefore, the on-site internship work must have a direct relationship to their major, provide an opportunity to apply lessons learned in their classes, and acquire professional skills.

Getting an internship approved for SGPP Internship credit:

- Find an internship with substantial responsibilities directly related to your major.
- Organizations on the SGPP website in a student's major area are usually approved for SGPP credit.
- If you have found an internship NOT on our website, you must complete the SGPP Work Plan and submit it online for approval.
- **Final approval** for *all* internships will be based on the thoughtful, thorough completion and submission of the SGPP Work Plan *before* the beginning of the enrollment semester or summer session.

**International students** may be required to apply for and receive work authorization approval from International Student Services (ISS) before participating in an internship. Consult the ISS website under [F-1 Student Employment](#) or [J-1 Academic Training](#) pages.

## How to Submit the SGPP Work Plan

*Before* the deadline posted on our website, follow these steps to complete and submit the SGPP Work Plan to receive internship course credit:

1. Complete the SGPP Internship Work Plan with your site supervisor.
2. Scan the Work Plan as one document (not separate pages) and save as a PDF file.
3. Upload the PDF file to your computer and submit your Work Plan online.

Law majors will enroll in internships through the B.A in Law office. Contact [Linus Kafka](#), Assistant Director of Careers & Outreach, to receive the internship application.

## Getting Enrolled in Internship Course

The Internship Coordinator will enroll you in the appropriate internship course depending on your major (PA 393/493, POL 393) after you have submitted the SGPP Internship Work Plan. Your final steps include:

1. Pay UA course tuition and check your UAccess schedule for enrollment accuracy.
2. Read the course syllabus on D2L and follow all course requirements.

## Internship Course - PA 393, PA 493 and POL 393

Students enrolled in an SGPP internship course will:

- Engage in on-site internship work for 40 hours per credit hour. (120 on-site hours per 3 credit internship) (80 hours on site per 2 credit internship)
- Spend a minimum of 5 hours per credit hour on course work over the enrollment period. (15 course work hours per 3 credit internship)
- Carefully review the syllabus and all course assignments posted on D2L.
- Submit all academic assignments through D2L.
- Check UA email regularly for instructor course instructions.

No textbook is required for this course and there are no in-person class meetings.

## Internship Waiver

Criminal Justice Studies and Public Affairs majors may request to waive their 3- credit internship requirement and replace it with a 3-credit upper division class in their major if one the following criteria apply:

1. The student is *currently* working 30 + hours/week in a professional capacity, and the job is ongoing and permanent (not a summer job) **OR**
2. The student can provide proof of working *previously* in a full-time professional position clearly related to the student's major for at least one year.

In both of the cases above, the professional work must show clear relevance to the student's major.

Contact the SGPP Internship Coordinator for more information.

## Tuition, Fees, and Registration Deadlines

Internship credit is regular academic credit. Therefore, all regular university tuition rates, fees, and deadlines apply.

- [Online tuition and fees calculator](#)
- [Registration Dates and Deadlines](#)
- [Payment Dates and Deadlines](#)



# Student Intern Responsibilities

1. Seek and secure a substantive internship experience.
2. Work with the site supervisor to complete the SGPP Internship Work Plan, with clear educational purpose, learning objectives, and related proposed activities.
3. Submit the Work Plan on the SGPP website for review and approval.
4. Internship Coordinator/Instructor will enroll students in the internship course.
5. Complete all hours of work at the internship site during the term of enrollment in the internship course.
6. Communicate with the site supervisor *ahead of time* when an illness or other emergency prevents the student intern from participation in the scheduled experience.
7. As soon as the term begins, carefully review, and adhere to the guidelines, of the Internship Syllabus and Course Assignments. (Posted on the course D2L site.)
8. Document the completed internship activities and contact hours using the provided activity log template. At a minimum of two points during the internship, the student intern will review the activity log with their supervisor. (Posted on the course D2L site.)
9. Consult with the site supervisor for guidance and feedback on the intern's performance throughout the internship. At a minimum of two points during the internship, formal feedback will be solicited from the supervisor, using the Mid-term and Final Progress Reports. (Posted on the course D2L site.)
10. Share with the site supervisor impressions and concerns about the experience as it progresses.
11. Notify the Internship Coordinator/Instructor if the site supervisor changes.
12. Consult with the Internship Instructor regarding the internship experience, including any concerns not addressed or resolved by the supervisor and/or organization/agency.

# UA Internship Coordinator/Instructor Responsibilities

1. Provide electronic copies of the SGPP Internship Manual to orient SGPP students to the purpose, objectives, and essential information about internships.
2. Provide copies of the SGPP Internship Manuals to orient organizations/agencies to the purpose, objectives, and internship best practices.
3. Provide ample opportunities for students to meet with the Internship Coordinator/Instructor and discuss internship-related questions.
4. Give final enrollment approval for the conditions and plans for the student intern's placement and work with the organization/agency based on the completion of the SGPP Internship Work Plan.
5. Maintain open and ongoing communication with student interns, the site supervisors, and other organization/agency representatives.
6. Direct the internship academic course work, post the syllabus, and all assignments, using the UA D2L course site.
7. Communicate with site supervisors during the enrollment term.
8. Provide the site supervisors the Mid-term and Final Progress Reports.
9. After the site supervisor confirms that the internship hours have been completed, the Internship Instructor assigns the final internship grade (which is based on the completion of the internship course assignments.)

# Agency or Organization Responsibilities

1. Orientation & Training: Provide relevant orientation and training for the student intern. Communicate the organization/agency's mission and purpose, mandates, policies, programs, rules, and regulations to the intern.
2. Plan work activities that strengthen the student intern's knowledge, skills, and competencies and enhance their understanding of professional work in your area. These activities should be planned jointly by the site supervisor and the student intern for the mutual benefit of the organization/agency and the intern. The activities will be documented on the SGPP Internship Work Plan, Intern Activity Log, and the Mid-term and Final Progress Reports.
3. Provide Supervision & Feedback: Supervise and evaluate the intern's performance and provide *regular feedback* throughout the term of the internship.
4. Two formal meetings with the intern: near the mid-point and end of the internship, supervisors will meet with interns to discuss the Intern Activity Log and the Mid-term and Final Progress Reports.
5. Submit the Mid-term and Final Progress Reports to the SGPP Internship Coordinator's Office in a timely manner.
6. Performance Issues with Intern:
  - a. Notify the Internship Coordinator/Instructor immediately of any significant issues with the intern in the areas of performance or professionalism.
  - b. Together with the intern, document the issue in writing and compose a written plan containing necessary steps to remedy the issue.
  - c. If a decision is made to terminate the internship, provide a written report to the Internship Coordinator/Instructor stating the reasons for intern's termination.
7. Review the *Best Practices for Internships* (pages 9-10).

# Agency/Organization: Best Practices for Internships

## **BEST PRACTICE #1: ORIENT INTERNS TO THEIR ROLE & THE ORGANIZATION**

Hold a formal orientation session or dedicate time during the intern's first week to orient and train the intern. Continue to train and reorient interns throughout their time with your organization. Interns want to learn the structure and culture of your office.

- A. Present your organization's mission and goals.
- B. Provide a handout or handbook outlining pertinent policies and procedures.
- C. Review the Learning Objectives & Activities on each intern's Work Plan.
- D. Identify measurements for success.
- E. Take interns on a tour of the facility.
- F. Introduce them to other staff members.

## **BEST PRACTICE #2: PROVIDE SUFFICIENT SUBSTANTIVE WORK**

- A. Provide substantive work, defined as projects or tasks that require skills in research, analysis, summarizing data, writing, presenting information visually and orally, brainstorming, investigating, planning, organizing, implementing programs and services, problem solving, thinking critically, influencing and persuading, and decision-making.
- B. Allow students opportunities to develop professional skills such as teamwork, effective communication, social interaction, and professional networking, an understanding of business procedures, leadership, and critical thinking.
- C. Provide sufficient work, and, in the case of a break in work duties, provide clear options for what the intern should do to spend their time in a meaningful manner.
- D. Provide clear direction for how interns can get their questions answered:
  - 1) To whom they should go for different types of questions
  - 2) How they should ask their questions (phone, email, in person)
  - 3) When they should ask (right away or first compile a list of questions)

### **BEST PRACTICE #3: INTEGRATE INTERNS INTO THE ORGANIZATION**

- A. Encourage other staff members to interact with the interns and establish a mentor relationship with an intern, when appropriate.
- B. Invite interns to attend meetings, participate in conference calls, and opportunities to interact with key members of the organization.
- C. Invite interns to off-site meetings or events.
- D. Provide opportunities for interns to participate in social events, when appropriate.

### **BEST PRACTICE #4: PROVIDE REGULAR FORMAL PERFORMANCE & WORK PLAN REVIEWS**

- A. Give candid feedback: be specific about the professional skills interns are exhibiting and areas where they need to improve. Provide direct and constructive feedback so that students can learn and improve their performance.
- B. Use the sandwich approach: 1) offer praise on work accomplished, 2) add some feedback about improvement, 3) give more examples of their strengths.
- C. Review the Work Plan to discuss what Learning Objectives are being met, which ones still need to be addressed, and see if there are any additional responsibilities, duties, or opportunities that the intern would like to experience or perform.
- D. Show appreciation for the work that the intern is performing.