



Student Intern Responsibilities

1. Seek and secure a substantive internship experience.
 2. Work with the site supervisor to complete the MPA Internship Work Plan, with clear educational purpose, learning objectives, and related proposed activities.
 3. Submit a completed Work Plan to the Graduate Programs Manager for review and approval. If approved, student will be notified, enrolled in PA 593 and assigned to work with a core faculty member.
 4. Complete all hours of work at the internship site during the term of enrollment in the internship course. (A minimum of 135 hours must be completed.)
 5. Communicate with the site supervisor *ahead of time* when an illness or other emergency prevents participation in the scheduled experience or work hours.
 6. As soon as the term begins, carefully review, and adhere to the guidelines as specified in the Work Plan and job duties as specified with the internship site supervisor.
 7. Document the completed internship activities and contact hours.
 8. Consult with the site supervisor for guidance and feedback of your performance throughout the internship, as well as impressions and concerns about the experience as it progresses.
 9. Share with the assigned core faculty supervisor on impressions and overall progress of the internship through out the semester/term. The student must also complete any assignments the faculty member requests; this may include journal entry-like updates or a paper report (a D2L page is dependent on the faculty member as well).
 10. Notify the Graduate Programs Manager if the site supervisor changes.
 11. Consult with the Graduate Programs Manager regarding the internship experience, including any concerns not addressed or resolved by the site supervisor and/or organization/agency.
 12. Submit Student Internship Evaluation before or by the last day of the internship experience.
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