

## MASTER OF PUBLIC ADMINISTRATION INTERNSHIP AGREEMENT

The student observes and participates in the functioning of a public sector or nonprofit organization for 15 weeks at 20 hours per week (or a total of no less than 300 hours) for Fall/Spring semesters. Summer session internship work hours are usually 20-40 hours per week to fulfill required hours.

Prerequisite: At least 15 credits earned in the MPA program. Permission of MPA Director is required.

Graded on a PASS/FAIL basis. All fields below are required.

### STUDENT INFORMATION:

Name	
Address	
City, State, Zip	
Telephone	

### AGENCY INFORMATION:

Name	
Address	
City, State, Zip	
Telephone	
E-Mail	
Supervisor	

### POSITION INFORMATION:

Job Title	
Dates	
Work Hours	
Paid or Unpaid? (If paid, indicate amount)	
Description (attach additional page if necessary)	
Duties & Responsibilities (attach additional page if necessary)	

STUDENT INTERNSHIP PAPER:

The MPA student will be responsible for writing several short papers that describe their duties and responsibilities and assess their experience in light of key concepts in public service management.

SIGNATURES IN AGREEMENT:

\_\_\_\_\_  
MPA Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date