



Master of Public Administration Internship Manual

The Internship is primarily designed to provide practical experience to pre-service students. The academic component consists of part-time (preferably paid) employment in a public service entity or government-related office. Normally the student will work an average of 20 hours per week for 15 weeks, or a total of 300 hours. The academic component of the public service internship includes a required research paper and completion of assigned readings. An internship is required for all pre-service students, but is optional for practitioners. Remember, internships for practitioners can be useful for individuals wishing to make a career change or broaden their work experience.

Public Administration Program
Department of Political Science and Public Administration
University of North Dakota
265 Gamble Hall Centennial Drive Stop 8379
Grand Forks, North Dakota 58202-8379

Phone: (701) 777-3831 Fax: (701) 777-2085

University of North Dakota, Department of Political Science and Public Administration.
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Introduction

This handbook's main purpose is to assist internship sponsors and student interns in developing effective plans for this important segment of their public administration curriculum.

UND MPA Program Mission Statement (in accordance with NASPAA's Academic and Internship Guidelines):

The mission of the MPA Program at the University of North Dakota is to instill public service values and to prepare people to enter into or advance in government and related fields.

The University of North Dakota strives to provide students with a broad public administration education, enhanced communication skills, outstanding analytical and decision-making skills, and a commitment to improve continually the quality of service provided to members of the community, thereby improving the quality of life. Students are prepared for careers through regular course work, professional development, internships, and applied research projects. The MPA program recognizes that internships are an integral part of the curriculum, enabling students without “real world” experience to participate in a structured and supervised learning experience outside the classroom.

Graduates will have an understanding of the theories of management and the public context in which public administrators work. They will be able to apply those theories to improve the performance of public, non-profit, and/or business organizations and collaborate with others to best serve the public interest.

Faculty respond to the changing public service environment through scholarship, service, links to professional associations and organizations, and interaction with government agencies. Faculty will be a resource for local communities, the state of North Dakota, and the society at large.

What is an MPA Internship?

A significant public sector experience is required of all MPA students. The purpose of the MPA internship is to provide students who have no administrative experience with an immersion-learning, integrative practicum. Ideally, the internship experience will provide the following: professional experience; an opportunity to integrate theory and practice; exposure to the daily routines, processes, procedures, and expectations of work life in the public sector; the prospect of a professional reference, and the potential for professional achievement in a "live" setting. The internship is, therefore, to be considered an integral part of the MPA degree.

An internship involves spending time at an agency serving the public. An internship is a structured educational work experience in which the student takes on a responsible role as a worker within an organization. Internships provide an opportunity to learn new skills, expand knowledge of a particular field of study, explore career options, and apply academic knowledge in a "real-life" situation. It may also be seen as a laboratory setting for testing and application of theoretical models. Besides on-the-job application of classroom theories and techniques, internships facilitate the development of professional skills such as planning, organizing, and leadership.

Government administration makes multiple demands of its top personnel. The coordination of numerous regulatory activities, the provision of indispensable social services, the execution of universal plans, the management of vast public enterprises, and the more routine functions of government all have grown in size and complexity. Clearly it is difficult for any institution of higher education to anticipate, and hence to prepare graduates for every possible career path. Similarly, the learning demands (and opportunities) in such varied work settings are quite diverse. MPA interns will be expected to learn the procedures of the agency they are working for as an example of professional life and in turn analyze that experience in the context of theoretical models discussed in their coursework.

What an internship is not:

Not a Time Out

An internship is a learning experience. Some people learn more effectively through experience, and internships provide that opportunity. Remember, the grade for an internship is based on what you can show or demonstrate you learned during the internship, not solely on the evaluation of your performance.

Not an Easy Grade

Most students report working just as hard, if not harder, on their internships as they do for classes. Pursuing an off-campus internship along with other classes creates a demanding schedule and requires a lot of time and energy. Be careful not to plan an internship during an otherwise "heavy" semester.

Not a "Go-Fer"

An internship should be a meaningful learning experience, but note that most positions and projects will involve some routine work.

Not a Guarantee of a Job Offer

Sometimes interns are offered part-time or full-time employment as a result of contacts made during their internship, but there is no guarantee that an internship will get you a job. Many employers value hiring someone who has had internship experience; therefore, when you are competing for a particular position in a given field, your internship may prove beneficial. The best way to gain career and job advantages from your internship is to get to know the people you are working within the organization. Build an information and referral network for yourself. Again, no obligation is assumed for employment at the termination of the internship.

Policies

I. *Eligibility*

To be eligible to register for an internship, a student must be accepted in the MPA program, be in good academic standing, i.e., have a gpa of at least 3.0, and have completed at least 12 credits in the MPA program. Additionally, the student must have identified an acceptable internship position and have permission from the MPA Director.

II. *Grading*

The MPA Director assumes final responsibility for assigning the grade for the internship. However, the agency sponsor's evaluations are considered in assigning the grade. The intern will receive a letter grade at the end of the internship.

Grading is based on the sponsor's evaluations, meeting internship requirement deadlines, the journal, the research paper, and any additional requirements as determined by the internship supervisor.

Grading:

Housekeeping Responsibilities		10%
Resume	5%	
Forms Completed	5%	
Calendar and Daily Journal		30%
Calendar (General Responsibilities)	5%	
Time and Duty Log	5%	
Journal (Detailed Activities)	20%	
Research Paper (See Below)		50%
Sponsor Evaluations		10%

Research Paper Expectations

The research paper will be based on a reading list developed by the student with the assistance of the MPA Director and agency sponsor and further readings as necessary. The student will relate the readings and the theories or examples raised with the actual workplace experience and discuss the connection or disconnect between theory and practice and an analysis of the reasons for it.

The intern must include a 10-20 page report (not including the cover page) in his or her notebook. The paper should deal with a policy or management issue relevant to the internship. The faculty supervisor should approve the paper topic. The final paper is due (along with the entire notebook) one week prior to the end of the semester in which the internship is performed. Failure to meet this deadline without permission for extension will affect the final grade.

The paper should include a 1-page executive summary, the paper with proper referencing, and a bibliography. It should be an analytical paper and a substantive piece of field research, worthy of a 3 hour-credit course. In the paper, you must analyze and integrate your field experience with your academic training and with the concepts, methodologies, and precepts of the public administration/policy literature.

A report of an analytical project undertaken during your internship includes a description of the problem(s) under analysis, the methodology, tools and techniques employed, data and documentation, and conclusions or recommendations. The paper is a critical evaluation of some facet of either: (a) the organization where you worked; (b) its procedures; or (c) a policy issue associated with your internship. Examples are reorganizations, information systems privacy issues, public participation in citing controversial facilities, etc. This is more like a standard course paper. It should include relevant literature--both scholarly and agency. Avoid "whistle blowing" and any journalistic tendencies that you may have. (Your supervisor may wish to read your paper, and you may wish to have it handy as a writing sample for your future job search.)

All papers should be professionally prepared and presented, as if for publication, or for your supervisor. Remember "freedom of information" concerns as well as the privacy rights of individuals and clients. Grammar and spelling are important to effective presentation. The layout should use one-inch margins, standard fonts, and double-spacing. All material (including tables and charts) should be proofed. Your logic and argumentation should be clear and concise. Remember that all papers should include a bibliography, citations (as appropriate), and notes in a generally accepted style.

Internship in Brief

- Complete at least 300 hours of internship activity
- Submit mid-term and final evaluations signed by internship sponsor
- Maintain and submit (entire) notebook with time and work journal
- Submit a paper (included in notebook)

Expectations of the intern:

- The intern will work no less than the established 300 clock hours, on the schedule specified by the sponsoring agency, and for the direct benefit of the sponsoring agency.
- The intern will function in the same manner as an employee and will perform duties as outlined in the Internship Agreement.
- The intern will undertake all tasks requested by the sponsoring agency as reliably as possible and at the best of her/his ability.
- The intern is responsible for arranging or filing all documents with the MPA Director.

The ability to be accepted into your internship position, stay competitive in today's job climate, and be successful are all results of the following characteristics:

- A record of strong performance
- A realistic self-perception
- Willingness and ability to be a self-advocate and independent learner
- Clear learning objectives

Sponsoring agency obligations:

- The sponsor will agree to the responsibilities of the intern as stipulated in the Internship Agreement document, to be completed at the beginning of the internship period.
- The sponsor will have the intern perform the duties specified, during the agreed upon hours.
- The sponsor will evaluate the performance of the intern through an evaluation process and review the intern's Internship Journal and endorse its general accuracy.
- The sponsor will never require the intern to perform duties that are illegal, unduly hazardous, or duties that a regular employee would not perform.
- The sponsor may dismiss the intern for just cause at any time.
- The sponsor makes no commitment for future employment of the intern, except as mutually agreed upon by the sponsor and the intern after the internship has begun.
- The sponsor will understand that the internship is part of a degree program, and the purpose of the Internship is educational, as well as practical on-the-job experience.

Responsibilities and Common Questions

Intern's Responsibilities

- Complete at least 300 hours of internship activity.
- Submit midterm and final time evaluations signed by internship sponsor.
- Maintain and submit entire notebook journal with time and work experiences.
- Submit research paper that joins theory and practice (also to be included in specified notebook section).

The student seeking an internship also must complete the following steps:

- Schedule an appointment with the MPA Director, prior to semester registration that you wish to begin an internship.
- The MPA Director will discuss the required assignments and evaluation schedule with the intern.
- The MPA Director will provide advice on organizations that may provide internship opportunities.
- Prepare your resume.
- Schedule and meet with appropriate personnel from the prospective internship agency, then report back to the MPA Director.
- After discussing your work schedule, duties, and expectations with the sponsor, complete the Internship Agreement and the Indemnity Forms. NOTE: The student is responsible to see to the return of these (and all forms) to the MPA Director. Students and sponsoring agencies are strongly advised to keep duplicates of all forms.
- Register for POLS 580: Administrative Internship.
- Begin your internship and maintain your work journal.
*Note in the Grade section the value attached to the completeness of this journal.
- Maintain contact with the MPA Director at least monthly.
- At midterm and one week before the end of the internship, the reviews of the intern should be completed by the sponsoring agency. It is recommended that the review be discussed with the intern for positive and negative feedback benefits. Remember that it is the responsibility of the student to make sure that these documents get to the MPA Director promptly.
- Paper and notebook due one week before the end of the semester.
- IMPORTANT! You must complete 300 hours.

Common Questions:

Can the intern be paid or be provided benefits?

Department policy expects that interns receive some remuneration for their work. At the same time, we realize that not all public and nonprofit organizations have funds to provide to interns. The department will evaluate the internship experience to determine if unpaid internships meet the needs of the student intern.

Can I use my job as my internship?

The primary goal of the internship is to provide students with new experiences. All MPA students are required to complete an administrative internship. Students with relevant work experience can petition to have the internship requirement waived and instead take an additional three-credit elective. Some students may wish to gain additional experience. The Department will consider these students' requests. If permission is granted, the intern must perform duties substantially different from those required as an employee.

What about cancellation of an assignment?

When cancellation of an internship becomes necessary, the appropriate supervisor should initiate such cancellation through the MPA Director. Interns are not to leave their assignments without the permission of the MPA Director.

What do you do if things go wrong?

Occasionally problems arise during an internship. We strongly encourage the individuals involved to discuss the situation, negotiate on their own, and work toward agreement. Early intervention can usually lead to a solution that is acceptable to all involved. If a problem arises, it is important to deal with it immediately. All individuals should review the guidelines and learning contract. What expectations were outlined at the beginning of the internship? Clarification of the expectations may be in order. This, of course, is the ideal. If a solution cannot be found, move on. Students should call the MPA Director when problems occur, such as when guidelines are not being followed, when expectations are not being met, or when inappropriate advances are made. If faculty intervention is warranted, the MPA Director will gather information from the site supervisor and the student concerning the nature of the problem. A site visit and/or a meeting may be advisable, with the MPA Director acting as convener and mediator. The MPA Director will make recommendations to the student and/or the site supervisor and encourage them to discuss the issue and work out an acceptable solution. When advisable, a field assignment may be changed with the approval of the MPA Director. Steps to initiate such a change should originate with the MPA Director. In cases where it is impossible to complete the internship experience, the MPA Director will work to secure a new assignment.

Obtaining an Internship & Being Successful

The Search

Students should think about the type of organization they would like to work for after graduation, such as the legislature, local government, state government, federal government, nonprofit organization, etc. They should consult with the MPA Director early in the semester prior to the semester for which the internship is planned for suggestions of organizations that might have internships available. There are often programs nationally that recruit interns. The student will be responsible to do research, make contact, and make any application necessary. Writing a good resume is often crucial to obtaining a position. First impressions are quite important; it goes without saying that the resume should be grammatically correct and free from typographical errors. Information on internship searches and writing resumes are available on the UND Career Services Website.

Resume

Applying for an internship is similar to applying for a professional job. You will need to submit a cover letter and resume. Counselors at Career Services (Room 280, McCannel Hall) can assist you in developing a cover letter and resume and preparing for an interview.

Students seeking internships should have the following skills:

- Initiative: Highlight the skills that will make you well suited to the position for which you are applying, such as interest, previous experience, communication skills, critical thinking and problem solving abilities, etc.
- Self-knowledge: knowing what your best characteristics are as well as their weaknesses; this self-awareness will help you secure and maintain an internship.
- Communication: being able to communicate clearly and concisely what you'd like to learn and what you can offer will be viewed favorably.
- Interview well: self-confidence, genuine interest, and motivation will come through clearly, both in spoken word as well as body language. Consider the positive effect of direct eye contact and a firm handshake. Applicants should be as knowledgeable as possible about the organization to which they are applying. After the interview, write a note to thank the interviewer for his or her time and consideration.
- Follow-through: maintain good communication with contacts.
- Network: students should always keep their eyes open and their pens ready to jot down name, phone number and company name/title

Periodic Evaluations:

The agency supervisor will be asked to complete periodic evaluations of the intern's work using the form provided. Evaluation of the intern's progress is a continuing and cooperative effort on the part of the intern, the supervising agency, and the MPA Director. You will be evaluated as if this were a regular position. You are expected to be on the job at the appointed time barring unusual circumstances. You should complete tasks on schedule and professionally. You should interact cordially and cooperate with co-workers.

Forms to be Completed

- Application for Public Administration Internship (by student, to department)
- Agency Responsibilities
- Intern's Interview Verification and Hire Form
- Public Service Release and Indemnity Agreement
- MPA Internship Job-Related Objectives
- Employer's Mid-Term Evaluation
- Employer's Final Evaluation

Application for Public Administration Internship

Last Name _____ First Name and M.I. _____

Local Address _____

Phone _____

Permanent Address _____

Email (Campus e-mail strongly preferred) _____

Proposed dates of internship _____ to _____

Days and Hours Available to Work:

Proposed Project Title or Description:

Related Experience:

Signature of Applicant _____ Date _____

**To be turned in to the MPA Director*

Agency Responsibilities

1. Assure that the intern will participate in a variety of experiences.
2. Assign the intern to a supervisor/mentor to monitor performance.
3. Provide necessary office space and equipment as needed.
4. Orient the intern to his or her duties and responsibilities and familiarize the intern with any equipment needed to carry out his or her assignments.
5. Provide an Intern Position Description to the intern for submission to the MPA Director. The MPA Director would be glad to work with the agency to develop this position description.
6. Notify the MPA Director immediately at (701) 777-3547 should any problems arise concerning the intern.
7. Utilize the intern in a manner that achieves maximum efficiency and utility for both the agency and the student.
8. Complete a written evaluation of the intern at the end of the internship period.
9. Complete the Intern Interview Verification and Hire Form and return to the MPA Director.

Intern Signature _____ Date _____

Agency
Representative _____ Date _____

MPA
Director _____ Date _____

Intern Interview Verification and Hire Form

(Intern's Name)

I certify that the above intern completed an interview with our agency on (date): _____

The status for intern employment is as follows:

1. INTERN WILL BE NOTIFIED OF STATUS

Date of Notification: _____

2. INTERN NOT SUITED FOR THIS POSITION ()

3. INTERN HAS BEEN EMPLOYED ()

The Intern has been accepted for (date) _____ through (date) _____ and will be working _____ hours each week in a (paid/unpaid) _____ position.

For a paid position, the rate of pay will be _____ per hour with the paycheck distributed on a (weekly, bi-weekly, monthly) _____ basis.

(Signature of Authorized Representative)

(Date)

Name of Agency: _____

Address: _____

Telephone: (____) _____

Public Service Release and Indemnity Agreement

Intern's Name: _____

Supervising Agency: _____

Dates of Internship: _____

Faculty in Charge: _____

During the dates shown above, I will be performing my student internship for the MPA Program at the University of North Dakota.

I will be performing this internship voluntarily and upon my own initiative, risk, and responsibility.

In consideration for the permission given to me by the supervising agency to obtain this experience, and in further consideration for the University of North Dakota facilitating this arrangement, I (for myself, my heirs, executors, and administrators) release, discharge, and agree to indemnify the faculty named above, the University of North Dakota, the supervising agency, and all of their agents and employees who have facilitated my internship, acting officially or otherwise, from all claims on account of my death or an account of any injury to me or for damage to my property that may occur from any cause in connection with this internship, regardless of whether such death, injury, or damage is caused in whole or part by the negligence of any of those indemnified. I intend to indemnify the faculty named above, the University of North Dakota, the supervising agency, and all of their agents and employees who have facilitated my internship from the consequences of their own negligence, whether that negligence is the sole or a concurring cause of the death, injury, or damage.

Signed this the _____ day of _____, 20____

(Intern's Signature)

MPA Internship Job-Related Objectives

Name: _____

Objective planning is important so that you may operate in your job/position with direction and purpose.

Organized and well-written objectives include the following points:

1. What you are planning to accomplish.
2. How and when you are planning to accomplish it.
3. How you will measure the achievement of your objectives (Examples found on the next page.)

OBJECTIVE 1 _____

OBJECTIVE 2 _____

OBJECTIVE 3 _____

OBJECTIVE 4 _____

OBJECTIVE 5 _____

RETAIN A COPY OF THESE OBJECTIVES

We, the undersigned agree that the stated objectives are worthwhile and appropriate.

Student

Work Supervisor

MPA Director

How to Write Job-Related Objectives

One of the main keys to the successful completion of your MPA internship experience is the development of valuable, clearly stated, personalized objectives. By preparing and moving to achieve solid objectives, you will meet the overall goals of the MPA Program, which are:

1. To allow you to obtain exposure or growth in a career position of interest to you.
2. To help you to relate the experiences you have during your internship experience to your career interest and to your classroom instruction

In the process of preparing and using your objectives you will find that your experiences will become personalized to fit your specific needs. Your objectives may vary according to your career interests, your age, your past experiences, your needs and abilities, and most of all, your desire to grow. You can anticipate growth in your attitudes, knowledge, actions, and reactions if you begin early and remain committed to the objectives that you set.

Below are examples of well-developed objectives. In each case, the same objective is stated in two different ways. In the “wrong” column the objective is either too general or not sufficiently measurable. In the “right” column the same objective has been stated clearly in a manner that is specific, reasonable, achievable, and measurable. Please share these objectives with the MPA Director.

INCORRECT

- A. I will learn to design a better recycling policy for my city.

- B. I will learn the overall operations of XYZ City.

- C. I will efficiently learn to use office teleconferencing equipment.

- D. I will learn as much as I can about hospital reaccreditation procedures.

CORRECT

- By March 15, I will develop a strategy and conduct a cost benefit analysis for my supervisor’s review, to assist in designing a recycling policy.

- By April 30, I will have an overview of operations at XYZ city including knowledge of city history, services, administration, and staff.

- By June 15, I will be able to correctly operate the office teleconferencing equipment. This includes dialing in and arranging teleconferences.

- By September 30, I will become familiar with hospital accreditation requirements per JCAHO. To this end, I will gather information on hospital patient quality and safety standards.

Employer's Mid-Term Evaluation

Student Name: _____ Date: _____

Employer: _____ Supervisor Name: _____

INSTRUCTIONS: The student's work supervisor should complete this form and discuss it with the student at the midpoint (7-8 weeks) of the work term. More frequent counseling with or without the form is encouraged to enhance communication regarding the student's performance and facilitate student development during the course of the work term.

Performance Rating			
Exceeds Standards	Meets Standards	Needs Improvement	Unsatisfactory

SKILL

1. Able to speak and communicate effectively	_____	_____	_____	_____
2. Possesses necessary technical knowledge and skill	_____	_____	_____	_____
3. Adapts to changing work assignments and situations	_____	_____	_____	_____
4. Able to cooperate and work with other people	_____	_____	_____	_____
5. Able to prepare effective written communication	_____	_____	_____	_____

PERFORMANCE

6. Listens to and carries out instructions	_____	_____	_____	_____
7. Works effectively without close supervision	_____	_____	_____	_____
8. Meets deadlines and schedules	_____	_____	_____	_____
9. Produces acceptable quality work	_____	_____	_____	_____
10. Produces acceptable quantity work	_____	_____	_____	_____

JUDGMENT

11. Demonstrates ability to make decisions or seek help _____

12. Show problem-solving ability _____

ATTITUDE

13. Accepts responsibility and is a self-starter _____

14. Exhibits interest and enthusiasm about the job _____

15. Maintains appropriate dress and grooming habits _____

16. Maintains good attendance and tardiness record _____

17. Adheres to organization regulations _____

COMMENTS

Additional comments about performance and/or areas of improvement:

Evaluation has been discussed with student? _____ Yes _____ No
May this evaluation be used by the student as a reference for future employment? _____

Supervisor's Name (print) _____ Phone: (____) _____

Supervisor's Signature _____ Date: _____

Send to:
Dana Michael Harsell
Department of Political Science and Public Administration
University of North Dakota
293 Centennial Drive Stop 8379
Grand Forks, ND 58202-8379

Phone: (701) 777-3832
Fax: (701) 777-2085
email: dana.harsell@UND.edu

Employer's Final Evaluation

Student Name: _____ Date: _____

Employer: _____ Supervisor Name: _____

INSTRUCTIONS: The student's work supervisor should complete this form and discuss it with the student near the end of the work term. More frequent counseling with or without the form is encouraged to enhance communication regarding the student's performance and facilitate student development during the course of the work term.

Performance Rating			
Exceeds Standards	Meets Standards	Needs Improvement	Unsatisfactory

SKILL

1. Able to speak and communicate effectively	_____	_____	_____	_____
2. Possesses necessary technical knowledge and skill	_____	_____	_____	_____
5. Adapts to changing work assignments and situations	_____	_____	_____	_____
6. Able to cooperate and work with other people	_____	_____	_____	_____
5. Able to prepare effective written communication	_____	_____	_____	_____

PERFORMANCE

6. Listens to and carries out instructions	_____	_____	_____	_____
7. Works effectively without close supervision	_____	_____	_____	_____
8. Meets deadlines and schedules	_____	_____	_____	_____
9. Produces acceptable quality work	_____	_____	_____	_____
10. Produces acceptable quantity work	_____	_____	_____	_____

JUDGMENT

11. Demonstrates ability to make decisions or seek help	_____	_____	_____	_____
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12. Show problem-solving ability _____

ATTITUDE

13. Accepts responsibility and is a self-starter _____

14. Exhibits interest and enthusiasm about the job _____

15. Maintains appropriate dress and grooming habits _____

16. Maintains good attendance and tardiness record _____

17. Adheres to organization regulations _____

Comments: Please comment on exceptional points or deficiencies.

Development and Growth: Please provide information relative to the development, growth, and progress made by the student throughout the duration of the internship.

SUPERVISOR'S OVERALL EVALUATION OF STUDENT'S PERFORMANCE

(Please check one appropriate response)

- Exceptional Performance** Student exceeds all expectations.
- Very Good Performance** Student performed as well or better than expected
- Average Performance** Student performed satisfactorily, though some improvement is need in several areas
- Marginal Performance** Student requires substantial improvement in one or several key areas

Evaluation has been discussed with student? _____ Yes _____ No
May this evaluation be used by the student as a reference for future employment? _____

Supervisor's Name (print) _____ Phone (____) _____

Supervisor's Signature _____ Date _____

Send to:
Dana Michael Harsell
Department of Political Science and Public Administration
University of North Dakota
293 Centennial Drive Stop 8379
Grand Forks, ND 58202-8379

Phone: (701) 777-3832
Fax: (701) 777-2085
email: dana.harsell@UND.edu

Internship Calendar

The month should be noted on top and the dates should be filled in as appropriate to the internship. Under each date there should be a general description of the main tasks for that date, e.g., orientation, worked on X project, shadowed my boss, went to the Y committee meeting and took notes. An example follows:

September

Assigned personnel project	Worked on project in morning/Went to budget meeting in afternoon	Continued work on personnel project	Staff meeting/ gave office tour/ more research	More work on personnel project/ staff softball game in afternoon
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INTERNSHIP TIME AND DUTY LOG:

This should be more like a time sheet. Note the week at the top and then provide the breakdown of the hours worked each day and the specific time dedicated to each task.

DATE	HOURS	DESCRIPTION
Sept. 3	8-10 am	Received instruction for a new project that involved looking into existing personnel policy
	10-12	Read existing policy on termination
	1-5 pm	Read policies for hiring, promotion, etc.
Sept. 4	8-9 am	Discussed what I found with supervisor
	9-12	Looked over materials given to me by my boss
	1-5 pm	Went with boss to budget meeting
Sept. 5	8-5	Conducted research to get more information
Sept. 6	8-10 am	Went to staff meeting
	10-12	Briefed stakeholders on policy proposal
	1-5	More research
Sept. 7	8-11am	Wrote a draft policy for dealing with termination
	11-12	Discussed proposal with boss
	1-3	Worked on refining the proposal
	3	Left office early because there was a staff softball game

Journal

This should be a more detailed explanation of what you are doing and learning from the internship. Continuing the example used above it might read as follows:

Week of ____ September 3, 2016 _____

On Monday I was given the task of reviewing the organization's personnel policy manual. Jim (my boss) told me he wanted me to get an idea of personnel rules in an organization such as this. He also noted that there were some areas that had been contentious over time but that everyone was so busy that they put out the fires without dealing with the underlying problem. Trying to deal with the problems was going to occupy me for the next few weeks. After reviewing the general policies I was asked to research how similar organizations dealt with termination policy. My research indicated that this was contentious in many issues and that unless processes are clear and follow due process, the matter will often wind up in court. I knew I had to be very careful with my proposed changes. The week went by quickly while doing the research. I also had the opportunity to give constituents a tour. I realized how little the average citizen knows about what we do here. I think the people left with added respect for the office. I also got to go to a staff and budget meeting. This was also enlightening as I tried to figure out who had hidden agendas and what they were. I thought my boss was very skillful making a case for more resources based on increased volume of work. His case was very well documented. I learned how important it was to get one's ducks in order, so to speak. I was able to get a first draft of a termination proposal together but it will take more time next week to complete. The week ended on a good note as the office closed early so that the staff could play softball. I think the purpose was to highlight the importance of teamwork and allow the staff to bond.

Calendar

Month _____

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Date _____	Date _____	Date _____	Date _____	Date _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Internship Journal

Week of _____