

SPA Internship Information Package



- Guidelines
- Request Form – Return to your Advisor
- Intern Info. Sheet – filled out by supervisor
- Agreement Form – filled out by supervisor
- Evaluation Form – filled out by your supervisor

University of Colorado
School of Public Affairs
Campus Box 142
PO Box 173364
Denver, CO 80217
(303) 315-2228

Guidelines for SPA Intern Employees

There are basically two types of internships in which a student can participate: an internship which counts toward academic credit, and an internship that does not count toward academic credit. Basically, SPA students without work experience in public affairs must obtain satisfactory work experience by either obtaining a job or an internship in the field, prior to graduation from SPA. In order to determine whether or not you are required to do an internship for credit to satisfy this requirement, please consult your faculty advisor.

The following guidelines pertain only to those internships which count toward academic credit to satisfy the government work experience requirement. For an internship that is not necessary to fulfill this academic requirement, please contact the University of Colorado Denver's Career Center. The Career Center office is located in the Tivoli Student Center, and its telephone number is (303) 556-2250 or contact spa@cudenver.edu to be added to the School of Public Affairs job and internship listserv.

This information sheet is intended to provide intern employers with guidelines and basic information regarding the internship program. It outlines the procedures and requirements of the internship for academic credit program. If you have any questions which are not addressed in this information sheet, contact the School of Public Affairs at (303) 315-2228.

I. Objectives of the Internship Program

- a. To provide students in the School of Public Affairs with meaningful and instructive work experience related to their career interests.
- b. To develop closer relationships between the School of Public Affairs and public, non-profit and private agencies.
- c. To enable organizations to attract good students to public service and improve the overall quality of public administration.

II. Criteria for Student Eligibility

To be considered for an internship for academic credit, a student must meet the following requirements:

- a. be a candidate for a degree at the School of Public Affairs;
- b. have completed at least 18 credit hours toward their degree;
- c. submit a resume to both SPA and the potential employer.

III. Role of SPA in the Internship Program

The School of Public Affairs coordinates and facilitates internships for both students and employers. Both SPA and the Career Center may serve as a contact point for potential employers. Either SPA or the Career Center may notify students of available internships. SPA screens students to determine their eligibility for an internship for academic credit. Upon completion of the internship, SPA gathers evaluation information from the employer and confers either a pass or fail grade (MCJ) or letter grade (MPA) for the internship experience. SPA does not normally involve itself in the final selection process, the supervision of the intern, or the assignment of work. These are employer prerogatives.

IV. Role of the Employing Organization

- a. Arranging for Interns

Organizations which would like to hire an intern should contact the SPA office at (303) 315-2228, or the Career Center office at (303) 556-2250. The employer needs to complete an Internship Information Sheet, which gathers information about the available position and is used for referring students to the employer. The Career Center or SPA will inform students of available positions and help the employer identify appropriate applicants.

- b. Selecting Interns

Students are referred directly to the employer from either the Career Center or SPA. The employer will review students' credential and conduct interviews as appropriate. The final selection of an intern is at the employer's discretion.

- c. Work Arrangements

Arrangements regarding the terms of employment (*work schedules, payment, assignments, etc.*) are negotiated between the intern and the employer. Both the employer and the student need to keep in mind that **an internship must involve a minimum of 300 work hours for MPA students or 240 work hours for MCJ students** if the student intends to receive credit for the experience. Also,

employers need to remember that the student seeks to be involved in meaningful tasks and should be encouraged to participate in as many useful learning opportunities as possible, including staff meetings and other auxiliary activities.

Once these arrangements have been finalized, the employer needs to complete an Internship Agreement Form and return it to the SPA office. This form notifies SPA that a student has been hired and provides information about the basic terms of employment.

d. Payment for Interns

Internships are both paid and unpaid, depending upon the resources of the employing agency. Students will, of course, find paid internships more attractive than unpaid ones. Most importantly, however, students are seeking meaningful work experience, and the attractiveness of a position will be based upon a combination of opportunities and pay.

The rate of pay varies also, based upon an organization's resources. Should an employer wish to discuss appropriate pay rates, (s) he should contact the Career Center or the SPA office.

e. Supervision and Evaluation

Employers are responsible for supervision of interns just as they are with any other employee. Interns are expected to perform professionally and responsibly. In addition, the employer needs to provide a final evaluation of the intern's performance. To facilitate this evaluation, supervisors are asked to complete an Intern Evaluation Form. This form will be sent to the employer by the SPA office.

**School of Public Affairs
University of Colorado Denver**

Request for Internship

Name: _____

Phone Number: _____

Address: _____

Preference of paid or unpaid internship Paid Unpaid

Date available to start: _____

Days and hours available to work: _____

Kind of experience you would prefer: _____

List briefly your skills/experience: _____

Number of courses completed in the MPA/MCJ program: _____

Grade-point average (GPA): _____

Student's Signature: _____

I have completed all core course work with a GPA of 3.0 or better.

Advisor's Signature: _____

I have reviewed the student's records and he/she is eligible to do an internship.

Date: _____

University of Colorado Denver
School of Public Affairs
1380 Lawrence Street, Ste. 500
Denver, Colorado 80204
(303) 315-2228 FAX: (303) 315-2229

Internship Agreement

Name of Intern: _____

Name of Organization: _____

Name of Supervisor: _____

Supervisor's Phone Number/Email: _____

Address: _____

Dates of Employment: *Start:* _____ *End:* _____

Title or Nature of Work Assignment

Signature and Title

Date

**University of Colorado Denver
School of Public Affairs**

Intern Evaluation Form

Intern Evaluation Report for _____

This form is used to evaluate the performance of our student as an intern in your organization and to help us determine the overall effectiveness of the internship program. Please complete the form as completely as possible and add comments where appropriate.

This form will become part of the student's permanent files at the University.

1. Please check the appropriate level of performance for the intern in each of the following areas:

a. Written Communication Skills

<i>Excellent</i>		<i>Average</i>			<i>Unacceptable</i>

b. Oral Communication Skills

<i>Excellent</i>		<i>Average</i>			<i>Unacceptable</i>

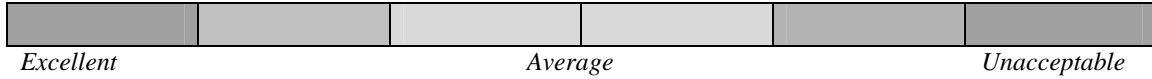
c. Use of Time and Promptness

<i>Excellent</i>		<i>Average</i>			<i>Unacceptable</i>

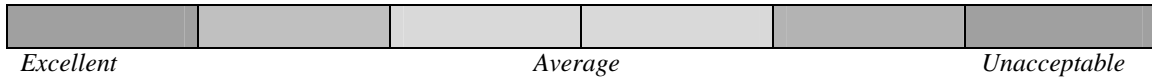
d. Cooperation

<i>Excellent</i>		<i>Average</i>			<i>Unacceptable</i>

e. Analytical and Research Ability



f. Technical Knowledge



2. Please answer the following:

a. What specific strengths and weaknesses did the intern exhibit?

b. What skills should this intern work on?

c. What can SPA do to improve the quality of the intern program for both the student and the employer?

Signature: _____ Date: _____

Title: _____

Organization: _____

Dates Intern was employed: _____ to _____