

Public Administration (BS degree) – Internship Guidelines

- (1) A student interested in doing a public administration internship should notify the internship coordinator of his or her intent at least one semester prior to enrolling in the internship course (two semesters if a student is interested in an internship in Washington DC or abroad).
- (2) The internship coordinator will assist the student, if necessary, in locating an appropriate internship with a federal, state, or local agency, non-profit agency, or with an elected official. The student may be required to complete a written application, interview, and/or background check depending on the desired place of employment.
- (3) Upon acceptance of employment, the student, employer, and internship coordinator will agree upon a work schedule that meets the needs of the employer and student.
- (4) Students are required to work the following hours to receive six hours of course credit:

Fall and Spring Semesters - Students are required to work the entire semester for a minimum of 15 hours per week (approximately 300 hours).

Summer Sessions - Students are required to work for 10 weeks at a minimum of 30 hours per week (approximately 300 hours).

- (5) Students are required to work the following hours to receive three hours of course credit:

Fall, Spring, or Summer Semesters - Students are required to work four to five weeks for a minimum of 30 hours per week.

- (6) Each intern will communicate with the internship coordinator on a weekly basis to discuss the internship. Depending on the number of students doing internships during a particular semester (and depending on the locations of the internships), several interns may meet together with the internship coordinator on a weekly basis.
- (7) Each intern will write a paper (10-12 pages) discussing the project(s) completed, duties assigned, and the merit of the internship for future students. The paper is due to the internship coordinator the last week of the semester. The student is also required to complete a reading assignment.
- (8) Each student will be assigned a grade by the internship coordinator based upon the following:
 - (a) quality of the paper;

- (b) the employer recommendation (the employer will complete a written evaluation of the intern during the semester of employment, and the internship coordinator will contact the employer, at least once during the internship, to verify that the employer is satisfied with the internship arrangement);
- (c) periodic conversations between the internship coordinator and the intern throughout the semester; and
- (d) evaluation of the internship.

* For more information regarding the Public Administration (PA) program, please contact Dr. Kim. Hoffman, Director of the PA program and Coordinator of the PA Internship Program, at 501-450-5688 or khoffman@uca.edu.