

# Internship Responsibilities

Master of Public Administration Program  
Department of Political Science  
Kansas State University

**Intern's Name:**

**Date:**

## Public or Nonprofit Agency Providing Internship

**Agency Name:**

**Representative:**

**Location:**

## Period of Intern's Employment

**Start date:**

**End date:**

**Hours work/week:**

**Position Title:**

Our MPA internship policy requires experience of an administrative nature in a public or nonprofit agency. Please summarize the responsibilities, assignments, and/or projects your agency expects the intern to be involved with. The agency representative and intern should indicate their agreement by signing below. All materials should be submitted by the intern to Dr. Ethan Bernick, Director of the Masters of Public Administration Program, Department of Political Science.

**Agency Representative:**

(signature)

**Date:**

**Intern:**

(signature)

**Date:**

**Dir. of MPA Program:**

(signature)

**Date:**