

MPA Internship Guidelines -- Agency
Department of Political Science
Kansas State University
Revised June, 2016

- **Pre-service students** are required to complete an internship involving activities of an administrative nature in a public or nonprofit agency.
- The internship should involve serving in an administrative position for a period of at least 400 hours in the public sector, or in a nonprofit agency. Full-time positions are preferred. However, under suitable conditions, part-time arrangements are acceptable.
- In addition to a letter of application, resume, portfolio artifact [if available], the intern should submit to the agency:
 - The agency version of the **Internship Guidelines** – this document.
 - **Student Intern Skills and Knowledge** document.
- Prior to accepting an internship, the intern's supervisor should prepare and the intern should sign the **Internship Responsibilities** form and submit it to the Director of Graduate Studies.
- On the first day of employment, the intern should return to the agency supervisor the:
 - **Internship Responsibilities** form which has been signed by the Director of Graduate Studies.
 - **Intern Evaluation** Form.
- A student's progress in the internship is monitored by the student's immediate supervisor and by the Director of Graduate Studies. This will involve:
 - If practical, the Director will visit the place of employment meet with the intern and the intern's supervisor.
 - At the end of the internship period, the supervisor will prepare a written evaluation of the intern's performance by completing the **Intern Evaluation** form.
- At the end of the internship period, the intern will complete a written evaluation of the internship experience by completing the **Internship Evaluation** form. This form will be available to the intern at the beginning of the internship period.