

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

- **In-service students** with significant employment experience may have the internship requirement waived. Students who wish an internship waiver should complete the *Internship Waiver Request* and submit it to the Director of Graduate Studies.
- **Pre-service students** are required to complete an internship and to enroll in one credit hour of POLSC 897. Enrollment may or may not coincide with the actual time of the internship.
- All internships are competitive in nature and are available on a regular basis with state, county, and local governments as well as with not-for-profit agencies.
- Although internship positions are coordinated by the Director of Graduate Studies, the initiative for securing an internship rests with the student.
- **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*.
 - *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.