



SGPP Undergraduate Internship Manual

For the following courses:

PA 393 Public Management & Policy
(3 credit internship required)

PA 493 Criminal Justice
(3 credit internship required)

POL 393 Political Science / GPP minor
(elective credit)

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SGPP Undergraduate Internships

Internship Benefits

Internships are an important part of the School of Government and Public Policy's curriculum. Internships offer students a chance to work in an area of interest and allow the time and experience necessary to evaluate future career opportunities. Internships provide an opportunity to:

- Accumulate new professional skills
- Gain experience in a chosen field
- Develop a network of professional contacts
- Increase your ability to find employment

Eligibility Requirements

To receive academic credit for an internship, you must be an SGPP major or minor. Students must have:

- a cumulative GPA of 2.0 or higher
- completed at least one semester at UA
- earned 30 or more credits (freshman are not eligible for internship credit)

Requirements by Major

- Criminal Justice (CJS) majors are **REQUIRED** to complete a 3-unit internship course (PA 493). Up to

Two Components of the SGPP Internship

1. On-site internship at nonprofit organization or government agency
2. Academic coursework through D2L (no in-person class)

Internship Credit

SGPP internship course credit is only given for approved internships with 501(c)(3) nonprofit organizations or government agencies. The hours that are required for completion of an internship are designed to mirror the number of hours that a student would spend on an upper division course (class time + assignments).

- One unit of academic credit is awarded for 45 hours of internship work (40 on-site internship hours + 5 hours work on course assignments.)
- For example, for a 3 credit internship, **120 hours on-site internship work** + 15 hours course assignments = 135 hours.
- Internship hours must be completed within the designated dates of your course enrollment. No retroactive internship credit will be granted.

These units may be either general elective credits or credits that apply to a major or minor; speak to an academic advisor in your major to find out how these credits apply toward your program of study.

Find an Internship

Finding an internship is similar to the process of securing employment.

Plan ahead. Depending on location, start search 4-12 months before your planned start date.

- Understand internship eligibility and requirements, see above.
- Prepare a resume and cover letter ([UA Career Development](#) office can help.)
- Research internship options and apply to multiple organizations.

Where to find internships:

- View pre-approved [SGPP Internships](#)
- View UA Career Development information and search internships on Handshake

Internship Approval

Students receive upper division credit for SGPP internships. Therefore, the on-site internship work must have a direct relationship to their major, provide an opportunity to apply lessons learned in their classes, and acquire professional skills.

Getting an internship approved for SGPP Internship credit:

- Find an internship with substantial responsibilities directly related to your major.
- Organizations on the SGPP website in a student's major area are usually approved for SGPP credit.
- If you have found an internship NOT on our website, you must complete the SGPP Work Plan and submit it online for approval.
- **Final approval** for all internships will be based on the thoughtful, thorough completion and submission of the SGPP Work Plan **before** the beginning of the enrollment semester or summer session.

International students may be required to apply for and receive work authorization approval from International Student Services (ISS) before participating in an internship. Consult the ISS website under [F-1 Student Employment](#) or [J-1 Academic Training](#) pages.

How to Submit the SGPP Work Plan

Before the deadline posted on our website, follow these steps to complete and submit the SGPP Work Plan to receive internship course credit:

1. Complete the SGPP Internship Work Plan with your site supervisor.
2. Scan the Work Plan as one document (not separate pages) and save as a PDF file.
3. Upload the PDF file to your computer and submit your Work Plan online.

Law majors will enroll in internships through the B.A in Law office. Contact [Linus Kafka](#), Career Strategies Officer, to receive the internship application.

Getting Enrolled in Internship Course

Internship Course - PA 393, PA 493 and POL 393

Students enrolled in an SGPP internship course will:

- Engage in on-site internship work for 40 hours per credit hour.
(120 on-site hours per 3 credit internship)
- Spend .aSmitim-4.(u)-0.5 (tm)52 (i)-9 (c)1.8 (u)-7.3 (o 5-9.1 ()\$.7 (ch)1.7 (ur)1.6 (s)-4.6 ()p)0.5 (r)-9.

Student Intern Responsibilities

1. Seek and secure a

UA Internship Coordinator/Instructor Responsibilities

1. Provide electronic copies of the SGPP Internship Manual to orient SGPP students to the purpose, objectives and essential information about internships.
2. Provide copies of the SGPP Internship Manuals to orient organizations/agencies to the purpose, objectives and internship best practices.
3. Provide ample opportunities for students to meet with the Internship Coordinator/Instructor and discuss internship related questions.
4. Give final enrollment approval for the conditions and plans for the student intern's placement and work with the organization/agency based on the completion of the SGPP Internship Work Plan.
5. Maintain open and on-going communication with student interns, the site supervisors, and other organization/agency representatives.
6. Direct the internship academic course work, and post the syllabus, and all assignments, using the UA D2L course site.
7. Communicate with site supervisors during the enrollment term.
8. Provide the site supervisors the Mid-term and Final Progress Reports.
9. After the site supervisor confirms that the internship hours have been completed, the Internship Instructor assigns the final internship grade (which is based on the completion of the internship course assignments.)

Agency or Organization Responsibilities

1. Orientation & Training: Provide relevant orientation and training for the student intern. Communicate the organization/agency's mission and purpose, mandates, policies, programs, rules, and regulations to the intern.
2. Plan work activities that strengthen the student intern's knowledge, skills, and competenciesg(d)-0. (c)-7 Tw 15.074(s)4.4 (,)2.2 (and)JJ-0.04

