

Student Intern Responsibilities

1. Seek and secure a substantive internship experience.
2. Work with the site supervisor to complete the MPA Internship Work Plan, with clear educational purpose, learning objectives, and related proposed activities.
3. Submit Work Plan for review and approval.
4. Complete all hours of work at the internship site during the term of enrollment in the internship course.
5. Communicate with the site supervisor ahead of time when an illness or other emergency prevents participation in the scheduled experience work hours.
6. As soon as the term begins, carefully review, and adhere to the guidelines.
7. Document the completed internship activities and contact hours.
8. Consult the internship advisor.

