



DEPAUL UNIVERSITY

COLLEGE OF LIBERAL ARTS AND SOCIAL SCIENCES

School of Public Service

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DATE: 1 SEPTEMBER 2015

Internship Guide

Introduction

Internships are credit-based structured, supervised, off-campus learning opportunities in nonprofit, government, education or health care organizations and voluntary associations in the U.S. or abroad. Students choose internships to prepare for specific careers or to inform their career choice. Occasionally internships help students identify capstone projects.

Internships serve two purposes: to integrate practical and academic experiences in the context of public service management, and to make a contribution to society, thereby extending the public service mission of DePaul University.

Internships earn four hours of credit for MPS 601, Internship, or MPS 610, International Internship. Interns are required to complete 200 hours of service on site. Students may register for internships during any academic quarter. Students may apply for an internship after completing 12 hours of credit in the School.

Application Process

Generally, the internship process includes the following steps:

1. Students meet with the Internship Coordinator to identify internship possibilities and discuss career interests. Students should be prepared to discuss learning objectives, career strategies and internship sites to consider. This meeting should occur at least one month prior to the term in which the student will receive credit and before approaching organizations. Students should complete and submit the Internship Request Form together with a copy of their resumé.
2. The student and Coordinator decide together how to approach the organization, identify the site supervisor and negotiate responsibilities of the intern.



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3. The student works with the Coordinator to draft a learning plan for the internship. The learning plan serves as the basis for the internship agreement.
4. Working with the Coordinator, the student completes the Internship Agreement form. It includes these items:
 - quarter and academic year
 - student name and e-mail address
 - organization name and address
 - site supervisor name, title, e-mail address and telephone number
 - brief description of the organization, including mission and key activities
 - description of the intern's responsibilities and planned activities throughout the internship as agreed by the site supervisor
 - student learning goals as agreed with the site supervisor
 - relation of proposed job duties and types of projects that help to meet the learning goals
 - list of learning resources such as texts and articles to read to enhance the experience and include in final paper
 - statement on how the site supervisor is considering supervising and evaluation of the intern's work
 - weekly schedule and hours for the duration of the internship
 - internship beginning and ending dates
 - signature lines for the student, the site supervisor and the Internship Coordinator

The site supervisor agrees to provide supervision and evaluation appropriate to the intern's skills, learning goals, and work assignments. This supervision includes feedback and formal evaluation.

The supervisor agrees to notify the Internship Director if problems occur in the workplace or if any adjustments to the work plan are necessary.

The site supervisor certifies organizational compliance with legal obligations and safety in the workplace.



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Compliance with University Policies and Procedures: students who are interning as a DePaul student must comply with the university policies and procedures as outlined in DePaul University Policies and Procedures: <http://policies.depaul.edu/default.aspx> . This includes restrictions on working for political campaigns. If there is a question about the appropriateness of an internship assignment, please see the Internship Coordinator, the Director of the School of Public Service, or the Department Chair.

If the intern is compensated, the site supervisor agrees to provide wages, state and federal income tax, unemployment insurance, social security, disability insurance and other applicable employee withholdings which may apply. The intern shall not replace or substitute for any employee nor shall the student perform any of the duties normally performed by an employee.

5. The student submits the completed Agreement form to the Internship Coordinator for final review.

Once the agreement is approved by the Internship Coordinator, the student secures original signatures from the site supervisor, Internship Coordinator and intern on three copies. Each party keeps a copy.

The student completes the Informal Course Registration Form and submits it to the Internship Coordinator—at least one week prior to the beginning of the term and internship.

Students registering for MPS 610, International Internship, who are traveling to another country, are required to register with DePaul University's Study Abroad Office prior to travel. The deadlines for registration are 1 month before departure or 3 months if traveling to a Travel Warning country.

Accountability

The intern fulfills 200 hours at the host organization during the term of the internship.

The intern submits work reports to the Internship Coordinator weekly. Each report briefly summarizes the intern's activities of the week, hours worked, learning goals met, problems encountered.



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The intern meets three times during the term with the Internship Coordinator, to check progress and expectations and for a final review.

The intern completes readings and assignments as agreed.

The Internship Coordinator may schedule a site visit with the site supervisor and intern.

The intern will alert the Internship Coordinator, if work assignments change substantially or if problems come up.

Final Paper. The intern submits a final paper describing the internship experience no later than the first day of exam week. The paper should be 8-10 double-spaced pages or more. The paper should cover these main points:

- description and analysis of the organization
- best practices and lessons learned from the organization and internship experience
- purpose of the internship
- student goals, as planned, achieved or not (including outcomes and significant accomplishments)
- assessment of the site supervisor's management
- recommendations for improving the internship
- self-assessment
- lessons learned as applied to career plans
- two strategic actions the intern will take following the internship
- interns should supplement the final paper with work product illustrations such as business plans, proposals, written materials produced and so on. Avoid confidential or personal information.

The site supervisor completes a written evaluation of the intern and internship and submits it to the Internship Coordinator.

Elements of Successful Internships. Interns

- Leave good, positive impressions of the intern, the internship program, the School of Public Service and DePaul University.
- Set realistic goals for experiential learning.



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- Approach the internship with hard work and enthusiasm, demonstrating respect for the field, the organization, and the people.
- Seek opportunities to stretch themselves in terms of responsibilities, experiences and learning.
- Treat the internship as a real job.
- Exceed expectations.
- Send thank-you letters to site supervisors and others.
- Use the internship to build professional networks.

Site Supervisors

Provide meaningful work suitable for the intern's skills, interests and learning goals according to the internship agreement.

Spend one-on-one time to coach the intern and provide feedback.

Encourage leaning through professional work assignments.

Arrange for a variety of observations such as meeting attendance, speaking opportunities and writing.

Assign analysis, communication, independent and group work.

Provide regular feedback on projects, relationships and performance.

Contact the Internship Director as soon as concerns or questions arise.

Internship Course Syllabus

The internship syllabi for MPS 601 and MPS 610 are posted on the Desire2Learn course website.