



# DEPAUL UNIVERSITY

## COLLEGE OF LIBERAL ARTS AND SOCIAL SCIENCES

*School of Public Service*

**DATE:** 1 SEPTEMBER 2021

### **MPS 601: Professional Development and Internship Guide**

**MPS 601 | PROFESSIONAL DEVELOPMENT INTERNSHIP | 4 quarter hours  
(Graduate)**

This is a graduate seminar course that consists of a professional work experience supervised by a site supervisor in a U.S. or international public, private or civil society sector organization. The internship involves the application of administrative and management skills in an organizational setting new to the student and can be one or more quarters. (Students may apply for an internship course after completing 8 credit hours in the School.)

#### **Introduction**

Internships are credit-based structured, supervised, off-campus learning opportunities in government, private for profit, or voluntary nonprofit associations in the U.S. or internationally. Students choose internships to prepare for specific careers or to inform their career choice.

Internships serve three purposes: to integrate practical and academic experiences in the context of public service management, to make a contribution to society, thereby extending the public service mission of DePaul University and to provide students with an opportunity to gain experience in the specific area of their professional and personal interests.

Internships earn four hours of credit for MPS 601 Professional Development Internship. Interns are required to complete at least 100 hours of service on site. Students may register for internships during any academic quarter. Students considering MPS 601 may apply for an internship after completing 8 hours of credit in the School.

#### **Application Process**

Generally, the internship process includes the following steps:

1. Students interested in pursuing an internship should complete the Internship Intake Form and submit it to the Director of Internships with a copy of their most recent resumé.
2. Students meet with the SPS Director of Internships to identify internship possibilities and discuss professional development and 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.



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3. A listing of internships can be found on the SPS website:  
<https://las.depaul.edu/academics/school-of-public-service/student-resources/jobs-and-internships/Pages/default.aspx>

Additional organizations may be found through the DePaul Steans Center:

<https://resources.depaul.edu/steans-center-community-based-service-learning/service-learning/internships/Pages/default.aspx> and  
<https://las.depaul.edu/academics/political-science/student-resources/internships/Pages/internship-websites.aspx>

4. The student and Coordinator decide together how to approach the organization, identify the site supervisor, and negotiate responsibilities of the intern.

The student works with the Director of Internships to draft a learning plan for the internship. The learning plan serves as the basis for the internship agreement.

5. Working with their site supervisor and the Director of Internships, 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
6. 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.



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

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 Director, 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.

7. The student secures original signatures from the site supervisor, Internship Director, and intern on the Agreement Form. The student submits the completed Agreement form to the Director of Internships for final review and approval. Each party keeps a copy.
8. The student completes the Informal Course Registration Form and submits it to the SPS Director of Internships and the SPS Office Manager—at least one week prior to the beginning of the term and internship.
9. Students registering for MPS 601 Professional Development and Internship course 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. (See Study Abroad criteria: <https://offices.depaul.edu/global-engagement/student-resources/Pages/travel-registration.aspx>)

### **Accountability**

The intern fulfills at least 100 hours at the host organization during the term of the internship.

The intern enrolls in the MPS 601 course. The intern completes the required work and assignments as defined in the course syllabus and in the course D2L.

The intern participates in the MPS 601 course as outlined in the course syllabus. This includes participating in five online class meetings during the term with the SPS Director of Internships as part of the requirements with the course and to check progress and expectations and for a final review.

The intern completes readings and assignments as agreed.



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The intern agrees to conduct themselves in a professional manner consistent with both DePaul University and the organizational requirements at all times.

The SPS Director of Internships may schedule a site visit with the site supervisor and intern.

The intern will alert the SPS Director of Internships if work assignments change substantially or if problems arise.

**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 12-15 double-spaced pages or more. This paper is an opportunity for the student to apply lessons learned from the SPS coursework to the evaluation of the program and the internship experience. The paper should cover these main points:

- description and analysis of the issue that is addressed by the organization with academic references
- description and analysis of the organization
- purpose of the internship
- best practices and lessons learned from the organization and internship experience and apply lessons learned from the SPS coursework with regard to management, strategy, cross sector collaboration, accountability, program evaluation, and impact assessment or other lessons
- student goals as planned, achieved or not (including outcomes and significant accomplishments)
- recommendations for improving the organization's impact

**Supervisor Evaluation:** The site supervisor completes a written evaluation of the intern and internship and submits it to the SPS Director of Internships.

**Log of Hours Worked:** The student completes a log of hours worked during the internship signed by the site supervisor demonstrating completion of at least 100 hours of service.

#### **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 and confirm their role and responsibilities with the site supervisor. Adjust these as necessary and appropriate during the internship.
- 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.



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#### **Professional Conduct**

The student understands that they are officially representing the DePaul University School of Public Service and that they are to conduct themselves in a professional manner that reflects the mission and values of DePaul University. This professional conduct is expected at the internship work place, at any official work related functions (even if offsite), and in their personal lives and relationships. This professional conduct is also expected in all communications by the intern. This includes personal contact, email, phone, social media, and any other related communications.

#### **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 orient, train, supervise, and coach the intern and provide feedback.
- Encourage learning 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 syllabus for MPS 601 is posted on the Desire2Learn course website.