

**IAGE/PADMN/PUBPL 6910**  
**INTERNSHIP AGREEMENT**

Version Date: January 19, 2025

**Purpose**

The purpose of an internship is to provide students with realistic exposure to organizational-bureaucratic environments that are relevant to their graduate program. This experience should develop awareness of internal dynamics of an organization, of the values of employees, and of attitudes toward both their mission and/or clientele and their administrative, political, and/or organizational supervisors. It should give the student an opportunity to become aware of both professional obligations and obligations to the public. Additional requirements and expectations vary according to the program in question; students should consult with their respective program website, as well as their Program Manager and/or Director for more details.

**Responsibilities**

Administration of the internship is a joint effort of a supervisor at the organization, the student, and member of the DPA faculty. The agency supervisor is expected to monitor the work of the student, ensuring that the experience provides a meaningful introduction to public service and to evaluate the intern. The faculty supervisor will monitor the internship through regular written reports from the student. The faculty member will also evaluate written assignments in which the student applies concepts from respective coursework and other assigned readings to practical questions, issues, and problems that the student observes during the internship. The student will receive academic credit for the internship and the faculty supervisor will assign a satisfactory or unsatisfactory grade based upon the student's reports, writing assignments, and the supervisor's evaluation.

**Description of Planned Internship**

STUDENT NAME: \_\_\_\_\_ UID: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

AGENCY: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

FACULTY: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

**Internship Workplan**

Term of internship (DATES):

Will the internship be paid?

YES or NO (Circle ONE):

IF YES, LIST RATE OF PAY:

Will the supervisor provide supervision and assign duties that are career-related?

YES or NO (Circle ONE)

Will the supervisor make available necessary equipment and space, etc. to perform assigned duties?

YES or NO (Circle ONE)

Will the supervisor provide a safe and harassment-free internship and workplace?

YES or NO (Circle ONE)

**AGENCY SUPERVISOR'S INITIALS:** \_\_\_\_\_

**DESCRIPTION OF INTERNSHIP PRODUCTS & RESPONSIBILITIES** (Please list following duties and/or tasks that the intern will participate in/complete):

Should performance issues arise, the supervisor will contact the internship supervisor (instructor) at

\_\_\_\_\_

**AGENCY SUPERVISOR'S INITIALS:** \_\_\_\_\_

The intern will have opportunities to produce, contribute, or generate work products common in administrative settings, i.e., reports, white papers, memos, databases, spreadsheets, maps, other documents, agendas/minutes, records, presentations, draft emails, scripts, infographics (this list is illustrative and not intended to be exhaustive).

YES or NO (Circle ONE)

**AGENCY SUPERVISOR'S INITIALS:** \_\_\_\_\_

## **AGREEMENT**

The undersigned parties agree to conduct an internship as outlined above. In addition, the agency representative attests that the agency has a policy of non-discrimination on the basis of race, color, creed, sex, national origin, or handicap.

\_\_\_\_\_  
STUDENT/INTERN (Date)

\_\_\_\_\_  
AGENCY SUPERVISOR

\_\_\_\_\_  
FACULTY