



School of Public Policy

Internship Program Packet

School of Public Policy
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PROGRAM OVERVIEW AND GUIDELINES

- The School of Public Policy (SPP) Internship Program provides an opportunity for you to gain professional experience and skills that will complement your academic program and enhance your career opportunities. The program also is intended to support area organizations by allowing employers to work with graduate students in an effort to increase recruiting success.
- The internship program is open to all degree seeking SPP Master's students who have completed a minimum of 12 credits of required coursework with a minimum cumulative 3.0 GPA.
- The School of Public Policy reserves the right to deny internship placements.
- Students are responsible for choosing their Internship Faculty Advisor. The Advisor can be anyone on the SPP faculty, including adjunct professors. See "Guidelines for Internship Faculty Advisors" on our website, policy.gmu.edu/career, for more information.
- Students are permitted to apply a maximum of 3 credit hours of internship toward graduation.

Special note to students enrolled in the Master's of Public Policy (MPP) or Master's of New Professional Studies – Organization Development and Knowledge Management (ODKM):

The MPP and ODKM programs require that all students complete a three-credit internship if they do not have two years of relevant work experience. It is important to contact Duane Bradshaw, Associate Director for Career Development and Alumni Relations, if you have concerns about this requirement.

If you have a minimum of two years' relevant work experience and would like to apply for a waiver of the internship, please see the **Internship Waiver Packet**, available online at <http://policy.gmu.edu/career/>

Internships must:

- Be a minimum of 45 hours of work for each academic credit earned. Work hours should be completed over a maximum of 15 weeks. Total: 135 hours.
- Require application of the skills acquired in the graduate program.
- Include work that is appropriate for graduate level students and be of importance to the sponsoring organization.
- Not be at a current place of employment.

Important Note for International Students:

Please see page 7 of this packet for important information.

GRADING

- Your internship faculty advisor will assign the final grade of “satisfactory” or “no credit.” All of the assignments must be satisfactorily completed to receive a satisfactory grade.
- Turn in all assignments to your internship faculty advisor AND to Duane Bradshaw.
- Your internship faculty advisor will determine if the proposal and workplace interview paper are satisfactory and will assign a grade for the final internship paper. It is your responsibility to ensure that all documents are submitted by the appropriate deadlines.

Internship Approval Guidelines – Materials Required at the Beginning of the Semester:

* The following four items must be turned in together to Duane Bradshaw, Room 275 *

1) INTERNSHIP CONSENT and RELEASE AGREEMENT FORM

- The Internship Consent and Release Agreement Form is located in this packet in Appendix A, page App. 1.
- **DEADLINE:** As deadlines vary, please check with Duane Bradshaw for the appropriate deadline date for your semester.

2) INTERNSHIP AGREEMENT FORM

- The Internship/Experiential Education Agreement Form is located in this packet in Appendix A, pages App. 2-5.
- **DEADLINE:** As deadlines vary, please check with Duane Bradshaw for the appropriate deadline date for your semester.

3) INTERNSHIP PAPER PROPOSAL

- Define a topic to research early in the semester that discusses an issue, activity, or project that is related to your internship site. This proposal will lay the groundwork for the required final internship paper.
- The topic should reflect current academic literature and should have relevance to your place of employment and the resources that are available to you (data, documents, interviews). Academic references must be used; treat this paper as you would any other research paper that is expected of you in your coursework.
- Do not delay the selection of a topic and the planning of this paper; this can take a considerable amount of time! Please consult your internship faculty advisor for help in the selection of a topic.
- You have the option to submit a brief, rough draft of the paper proposal to your internship faculty advisor by the first week of classes. You and your advisor will work together to solidify your topic and the appropriate resources.
- The final paper proposal (no less than one page, double-spaced) should discuss hypotheses where appropriate, the relevance of the topic to the internship, and a list of three articles or books that will be used in the bibliography of the final internship paper. This proposal must be approved by your advisor and he/she will sign the **Paper Proposal Approval Form** located in Appendix A, page App. 6 of this packet. This will be due in the third week of classes and should be submitted to proceed with the internship class.
- **DEADLINE:** Optional rough draft: First week of classes.
Final draft: Third week of classes

4) COPY OF JOB DESCRIPTION

- A copy of the duties that will be performed (preferably on employer letterhead) must be submitted with the Internship Approval Form
- **DEADLINE:** As deadlines vary, please check with Duane Bradshaw for the appropriate deadline date for your semester.

Mid-semester Check In

During mid-semester, SPP Career Services will check in with you and your employer to ensure that your internship is of benefit to both of you. If you or your supervisor would like an in-person site visit, to assist in the continued development and quality of the internship experience, one could easily be arranged.

End of Semester Internship Guidelines – Materials Required:

WORKPLACE INTERVIEW PAPER

- Interview 2 or 3 people in your sponsoring organization (it is recommended that at least one person be senior level). In a 2-3 page paper, discuss their insights on how the organization works and how it fits into the larger policy process.
- **DEADLINE:** Last Day of Classes

FINAL INTERNSHIP PAPER

- Your final internship paper (approximately 10-15 pages) is a research paper that relates your workplace experience in a relevant academic and professional context.
- You should utilize relevant academic literature to discuss your topic. This paper is not a discussion of what you did at your internship, but an in-depth research assignment on a topic that is relevant to your internship. Your internship faculty advisor will provide guidance regarding specifications of the paper.
- **DEADLINE:** Last Day of Classes

INTERNSHIP SUPERVISOR FINAL EVALUATION

- The Supervisor Final Evaluation form is located in this packet in Appendix A, page App. 7.
- Your workplace supervisor must submit a final evaluation of your performance that will be used to determine your final grade. Please be sure to schedule time to meet with your supervisor to ensure that your evaluation is submitted by the deadline.
- **DEADLINE:** Last Day of Classes

STUDENT FINAL EVALUATIONS

- The Student Final Evaluation form is located in this packet in Appendix A, page App. 8.
- **DEADLINE:** Last Day of Classes

SPP INTERNSHIP SEARCH STRATEGIES

- Begin your research and preparation for your internship as early as possible.
- Career Services will assist you with your internship search, but please remember that we do not match students with employers; obtaining an internship is your responsibility.

We recommend the following steps to ensure a successful internship outcome:

1. Update your resume and cover letter.
2. Explore Internship and Job Listings on Patriot JobWeb, GMU's electronic job database*.

* For more information, go to careers.gmu.edu/patriotjobweb/student; You can post your resume to the School of Public Policy's resume book.

You can also browse periodicals such as *International Career Employment Weekly* and *Opportunities in Public Affairs*. You can access these periodicals after you sign up for Patriot Job Web. Once you log in to Patriot Job Web, go to Jobs tab and perform a keyword search for "job bulletins."

3. Meet with Duane Bradshaw, the Associate Director for Career Development, to discuss your interests, organize your internship search, and review your resume and cover letter.
4. Look at SPP's Career Website, policy.gmu.edu/career, for relevant internship search links and a list of where other students have completed internships.
5. Network! Talk to people you know about internship opportunities in their organization. People are an excellent resource for learning more about a particular organization, career field, or employment opportunities.
6. Consider speaking with former SPP Alumni about their experiences or internship opportunities.

For more information about SPP Alumni, see policy.gmu.edu/alumni. You can also access GMU alumni from all campuses at <http://careers.gmu.edu/cn/>. The user name is "student" and the password is "jack\$\$pot."

Good Luck!

Important Steps and Information for International Students

- If you are a student on an F-1 visa, and you have a **paid** internship opportunity, you **must** be authorized for off-campus employment **before** beginning a paid internship position.
- F-1 students must be full-time students for one academic year before they become eligible for off-campus work authorization.
- To be authorized, you must have work authorization noted on page 3 of your I-20 by the Office of International Programs and Services (OIPS) for the period of time of the internship,.

❖ Violating the regulations of your visa by working without authorization, even accidentally, is a very serious offense that can result in the revocation of your F-1 visa status.

- If your I-20 has not been stamped within three days of your registering for the internship class, your enrollment in the internship class will be suspended. Please make sure that your I-20 indicates that you are authorized to work in the United States.
- Any questions or uncertainties about this process, or other processes that involve your F-1 visa status, should immediately be addressed to the Office of International Programs and Services at (703) 993-2970.

Appendix A – Internship Forms

SCHOOL OF PUBLIC POLICY at GEORGE MASON UNIVERSITY
INTERNSHIP/EXPERIENTIAL EDUCATION AGREEMENT FORM

THIS AGREEMENT ("Agreement"), is by and among _____ (Student Name), hereinafter "Student," _____ (Agency Name), hereinafter "Agency," and the School of Public Policy at George Mason University, hereinafter "SPP." The term of this Agreement shall extend from the ____ of _____, 20____ to the ____ of _____, 20____.
Day Month Year Day Month Year

1. Purpose.

The purpose of this Agreement is to place Student in a work assignment with the Agency as part of an Experiential Education Program offered by SPP for academic credit or required by course of study.

In consideration of the mutual provisions herein, the parties hereby agree as follows:

2. Terms.

The following terms and their definitions will apply:

- 2.1** "Agency Mentor" shall be defined as an Agency employee, member, or volunteer who is responsible for monitoring and supervising the Student throughout the experiential education program.
- 2.2** "Experiential Education Program" shall be defined as a structured learning experience at a public, private or non-profit organization with employees, members or volunteers who agree to supervise and mentor Students. An experiential education program shall be defined to include, but not be limited to, internships, externships and practicums.
- 2.3** "Faculty Advisor" shall be defined as a GMU employee designated to monitor the Student in the experiential education program.

3. Agency Obligations and Responsibilities.

3.1 Agency's General Information:

Organization Name: _____

Organization Address: _____

Supervisor Name: _____

Title: _____

Telephone: _____ E-mail: _____

Fax Number: _____

- 3.2** The Agency shall provide the Student with an Agency mentor. The Agency mentor shall monitor and supervise the Student throughout the experiential education program.
- 3.3** *Advertising.* The Agency shall not use, in its external advertising, marketing programs or promotional efforts, any data, pictures or other representation of George Mason University except on the specific written authorization in advance by SPP. SPP shall not unreasonably withhold consent.

- 3.4 *Agency Insurance.* The Agency shall maintain in force during the term of this Agreement general and professional liability insurance, insuring itself and its agents and employees for their acts, failures to act or negligence. If requested, Agency will supply a Certificate of Coverage. Agency agrees to keep SPP advised of any changes in this policy.
- 3.5 In the event that the Student is injured or becomes ill during the course of the experiential education program, the Agency shall provide medical assistance and first aid to the Student as appropriate.
- 3.6 The Agency shall be in compliance with all Federal and State regulations where the Student is involved.
- 3.7 Please see Attachment for Agency obligations specific to this experiential education program.

4. **University Obligations and Responsibilities.**

- 4.1 SPP shall assign to the Agency only such Students who shall have successfully completed prerequisite courses.
- 4.2 SPP shall assign a Faculty Advisor to the Student. The Faculty Advisor shall monitor the Student throughout the experiential education program.
- 4.3 *University Insurance.* As a state agency, George Mason University is self-insured under the Commonwealth of Virginia Risk Management Plan. As an agent of the University, the Student is covered by the Plan for simple negligent acts and omissions related to the experiential education program. This insurance does not cover the operation of Agency vehicles. A certificate of insurance is available upon request.
- 4.4 Please see Attachment for SPP obligations specific to this experiential education program.

5. **Student Obligations and Responsibilities.**

5.1 Student General Information:

Student Name: _____

Degree Program: _____ G#: _____

Student Mailing Address: _____

Telephone: _____ GMU E-mail: _____

Internship Course: I understand that students are allowed to apply a maximum of three credits of internship toward graduation: _____ (Initials)

PUBP 794 (3 credits for MPP/PeaceOps/ODKM/TPOL students) Number of credits: _____

ITRN 780 (1-3 credits, ICP students only) Number of credits: _____

Semester of Internship Enrollment (circle one): Fall _____ Spring _____ Summer _____
Year Year Year

Paid Unpaid Hours per week: _____ Start Date: _____ End Date: _____

- 5.2 Student must register and pay tuition for the experiential education program prior to the commencement of the program.
 - 5.3 *Student Insurance.* SPP recommends that Student maintain sufficient health, accident, disability and hospitalization insurance for the duration of the internship. Student shall be responsible for any expenses incurred due to injury, illness or damage suffered during the course of the experiential education program.
 - 5.4 Please see Attachment for Student obligations specific to this experiential education program.
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6. Mutual Obligations and Responsibilities.

- 6.1 The relationship of the parties to each other is solely that of independent contractors. No party shall be considered an employee, agent, partner or fiduciary of the other except for such purposes as may be specifically enumerated herein, nor shall anything contained in this Agreement be construed to create any partnership or joint venture between the parties.
 - 6.2 To the extent provided by the laws of the Commonwealth of Virginia, the School of Public Policy at George Mason University shall be responsible for the ordinary negligent acts or omissions of its agents and employees causing injury to another person. The Agency agrees that it shall be responsible for the ordinary negligent acts or omissions of its agents and employees causing injury to another person. Nothing herein shall be deemed a waiver of the sovereign immunity of the Commonwealth of Virginia.
 - 6.3 The parties to this Agreement agree to not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, disability or age.
 - 6.4 No party shall disclose or use any information of a private, confidential or proprietary nature or any other trade secret without prior written authorization, except as required by law.
 - 6.5 It is understood and agreed that this Agreement may be terminated at any time without cause by the Student, Agency, or SPP.
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7. General.

- 7.1 As required by some U.S. Government agencies, the participating student is not to be considered a federal employee for any purpose other than:
 - (a) of the Federal Tort Claims provisions published in 28 U.S.C. 2671-2680. Claims arising as a result of student participation should be referred to the Department of Justice.
 - (b) of Title 5 U.S.C. Chapter 81, relative to compensation for injuries sustained during the performance of work assignments. Claims related to injuries should be referred to the Office of Workers' Compensation Programs, U.S. Department of Labor for adjudication.
- 7.2 No amendment or modification of this Agreement shall be valid unless in writing and executed with the same formality as this Agreement by authorized representatives of the parties hereto. Neither the failure of a party to enforce any provision in this Agreement, nor any breach or default hereunder, shall be deemed a waiver of any right herein.

- 7.3 It is understood and agreed that this Agreement shall be construed, governed and interpreted pursuant to the laws of the Commonwealth of Virginia, and if any provisions of this Agreement or parts thereof are held to be invalid under such laws, the other such provisions or parts thereof will nevertheless continue in full force and effect. All disputes arising under this contract shall be brought before a proper state court in the Commonwealth of Virginia.
- 7.4 No party shall assign or otherwise transfer its rights or delegate its obligations under this Agreement without all parties' prior written consent. Any attempted assignment, transfer, or delegation without such consent is void. All of the terms and provisions of this Agreement are binding upon and inure to the benefit of the parties hereto and their successors and assigns.
- 7.5 The University will not be responsible for any losses resulting from delay or failure in performance resulting from any cause beyond the SPP's control, including without limitation: war, strikes or labor disputes, civil disturbances, fires, natural disasters, and acts of God.
- 7.6 This Agreement is the complete and final agreement between the parties and supersedes all prior oral or written agreements with respect to the subject matter herein. No oral or written promises or conditions exist outside this Agreement. This Agreement represents the entire understanding of the parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

Approval Signatures:

Student

Date

Agency Representative/Internship Supervisor

Date

SPP Internship Faculty Advisor

Date

SPP Associate Director for Career Development

Date

George Mason University, School of Public Policy – Career Services
3401 Fairfax Drive, Arlington, VA 22201 Phone: (703) 993-3762 Fax: (703) 993-4876

PAPER PROPOSAL APPROVAL FORM

Student Name: _____

Paper Topic: _____

**I have reviewed the paper proposal and determined that it satisfactorily meets
the SPP Internship Program's Requirements.**

Approved by (Signature of Internship Faculty Advisor): _____

Date: _____

INTERNSHIP SUPERVISOR FINAL EVALUATION

Thank you for sponsoring a student from the School of Public Policy at George Mason University. Your final evaluation will be reviewed and used to determine the student's final grade. Your feedback will also assist us in evaluating our internship program; we welcome additional comments and suggestions.

Student Name: _____

Supervisor Name: _____

Was the intern academically prepared for this internship? (Y / N) If No, please explain.

Was the intern able to make positive contributions to your organization? (Y / N) If so, what were they?

What aspects of the intern's overall performance were the most positive?

Has the intern successfully completed the objectives that were outlined in the beginning of the internship? (Y / N) If no, please explain.

Do you plan to sponsor GMU interns in the future? (Y / N) If No, please explain.

Would you recommend the internship program to another organization(s)? (Y / N) If No, please explain.

Student Signature

Date

Supervisor Signature

Date

- If you have any questions or concerns, please contact Duane Bradshaw at (703) 993-3188 or via e-mail at dbradsha@gmu.edu. Thank you and we look forward to working with you in the future!

George Mason University, School of Public Policy – Career Services
3401 Fairfax Drive, Arlington, VA 22201 Phone: (703) 993-3762 Fax: (703) 993-4876

STUDENT FINAL EVALUATION

Student Name: _____ Date: _____

Organization Name: _____

Supervisor Name: _____

Please type your response to the following questions on a **separate** sheet of paper.

1. Discuss how you fulfilled your work objectives.
2. What was the most significant accomplishment that you made at your internship site?
3. What were the least satisfactory aspects of your internship?
4. Would you be willing to work for this organization, or a similar organization, in the future? Why or why not?
5. How did your internship experience complement your current graduate program?
6. What classes have you taken that were helpful in your internship experience?
7. What classes have you not taken that would have been useful?
8. Would you recommend this internship experience to another student? Why or why not? Please give any additional feedback you may have about the internship program.

Student Signature

Date

George Mason University, School of Public Policy – Career Services
3401 Fairfax Drive, Arlington, VA 22201 Phone: (703) 993-3762 Fax: (703) 993-4876