



School of Public Policy

Internship Program Packet and Course Syllabus

School of Public Policy
George Mason University
3351 Fairfax Drive, MS 3B1
Arlington, Virginia 22201
(703) 993-3762

Email: spp@gmu.edu
Web: policy.gmu.edu/career

Updated: April 11, 2012

Table of Contents

Program Overview and Guidelines.....	3
Internship Waiver Request.....	3
Information for International Students.....	3
Internship Approval Guidelines.....	4
Internship Course Syllabus.....	5
Grading.....	6
Appendix A – Internship Forms	
Internship Consent and Release Agreement.....	8
Internship/Experiential Education Agreement Form.....	9-12
Paper Proposal Approval Form.....	13
SPP Career Information and Professional Development Attendance Form.....	14
Internship Supervisor Final Evaluation.....	15
Student Final Evaluation.....	16

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 permitted to apply a maximum of 3 credit hours of internship toward graduation. Students completing the internship credit must enroll in PUBP 794 or ITRN 780.
- 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.
- **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.

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/>

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.

Internship Approval Guidelines & Registration Instructions Prior to Registering for the Internship:

* The following 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 8.
- **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 9-12.
- **DEADLINE:** As deadlines vary, please check with Duane Bradshaw for the appropriate deadline date for your semester.

3) 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.

4) COPY OF PROFESSIONAL RESUME

- A copy of your professional resume showing work experience 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.

5) COPY OF UNOFFICIAL TRANSCRIPT

- A copy of your Unofficial Transcript (printed from PatriotWeb) 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.

Upon receiving approval from Duane Bradshaw, students will be notified that they are permitted to register for academic credit on PatriotWeb, either in PUBP 794 or ITRN 780.

Course Syllabus (PUBP 794 or ITRN 780)
Internship: Professional Development
Summer 2012

Faculty Director: Wayne D. Perry
Email: wperry@gmu.edu
Phone: 703-993-2276

Classroom: FH 470
Arlington Office: FH 615
ARL Office Hours: Wednesday 4:00-7:00pm
or by appointment

Goals/Objectives:

The School of Public Policy (SPP) internship program is an important aspect of students' professional development and leadership skills. The practical experience gained is expected to complement and enhance the academic program. In addition, the program should expand students' career choices and employment opportunities.

Learning Outcomes:

Students will be able to apply public policy, academic knowledge and skills in a supervised working setting (i.e. government, non-profit and private firm organizations). They will demonstrate continued enhancement of professional, leadership and networking skills during the internship.

Submission of Class Papers/Presentations:

All paper proposals, paper drafts and presentation slides must be submitted to Internship Faculty Director in hard copy, not e-versions.

Requirements:

- 1) Three class meetings – presentation and discussion format:
 - Meeting One – Wednesday, June 6th, 2012, 1:30-4:10pm
Discuss the organizational structure of your place of employment, supervisory relationships, and internship assignment.
 - Meeting Two – Wednesday, July 11th, 2012, 12:30-4:10pm
Discuss rough drafts of internship paper and paper presentation. Submission of rough draft papers and Powerpoint slides.
 - Meeting Three – Wednesday, July 25th, 2012, 12:30-4:10pm
Formal presentation of the internship paper
- 2) Schedule and meet with Internship Faculty Director to discuss the rough draft paper proposals, rough draft papers, and rough draft PowerPoint presentations.
- 3) Attend three SPP career information or professional development sessions. A complete listing of these sessions will be available from Duane Bradshaw, Director for Career Development. Attendance must be documented and confirmed by Duane Bradshaw using the SPP Career Information and Professional Development Attendance Form located in this packet in Appendix A, page 14.
- 4) Internship paper proposal, final paper and presentations –

Proposal Guidelines

- Define a professional development topic to research early in the semester that discusses a policy analysis, leadership, teamwork, inter-personal or communication skills (written and verbal) related to your internship. This proposal will lay the groundwork for the required final internship paper.
- The topic should have relevance to your place of employment and the resources that are available to you (data, documents, interviews, information technology). Academic references, such as SPP courses and syllabi, should be used as well.
- Do not delay the selection of a topic and the planning of this paper; this can take a considerable amount of time! Please consult the internship faculty director for help in the selection of a topic.
- You and the faculty director will work together to structure your topic and the appropriate resources.
- The final paper proposal (no less than one page, double-spaced) should discuss the relevance of the topic to the internship. The proposal must be approved by the faculty director and he will sign the Paper Proposal Approval Form located in Appendix A, page 13 of this packet.
- **DEADLINE:** Rough draft proposal: Wednesday, June 6th, 2012
Final proposal: Wednesday, June 20th, 2012

Paper Guidelines

- Your final internship paper (approximately 10 pages) relates your workplace experience in a professional development context.
- You may utilize relevant literature and SPP course syllabi to support your topic. This paper is not a discussion of what you did at your internship, but an in-depth synthesis of professional development skills gained from the internship experience. The internship faculty director will provide guidance regarding expectations and specifications of the final paper.
- **DEADLINE:** Internship paper rough draft: Wednesday, July 11th, 2012
Final internship paper: Wednesday, July 25th, 2012

Presentation Guidelines

- All students will provide approximately an eight minute paper presentation, including questions and answers, during the final class meeting.
- Briefing slides and professional attire required.
- An e-version of the presentation slides must be emailed to Mr. Bradshaw two business days prior to the presentation (by Tuesday, July 24th, 2012 at 5:00pm) to ensure technological compatibility.
- **DEADLINE:** Internship Powerpoint presentation rough draft: Wednesday, July 11th, 2012
Final Powerpoint presentation: Wednesday, July 25th, 2012

5) Internship Supervisor Final Evaluation and Student Final Evaluation –

- The Supervisor Final Evaluation form is located in this packet in Appendix A, page 15.
- 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 last day of class.
- The Student Final Evaluation form is located in this packet in Appendix A, page 16.
- **DEADLINE:** Internship supervisor and student final evaluations: Wednesday, July 25th, 2012

- 6) Final Presentation Materials – **two hard copies** of the following materials must be submitted at the presentation on Wednesday, July 25th, 2012:
- Internship Paper – including syllabi of courses referred to in paper
 - Powerpoint Presentation Slides
 - SPP Career Information and Professional Development Attendance Form
 - Internship Supervisor Final Evaluation Form
 - Student Final Evaluation Form

Grading:

- The Internship Faculty Director will assign the final grade of “satisfactory” or “no credit.” **All of the assignments must be completed to receive a satisfactory grade.**
 - Turn in all assignments to the Internship Faculty Director who will assign grades. It is your responsibility to ensure that all documents are submitted by the appropriate deadlines.
-

Academic Accommodation for a Disability

If you are a student with a disability and you need academic accommodations, please see me and contact the Disability Resource Center (DRC) at 703-993-2474. All academic accommodations must be arranged through the DRC.

SPP Policy on Plagiarism

The profession of scholarship and the intellectual life of a university as well as the field of public policy inquiry depend fundamentally on a foundation of trust. Thus any act of plagiarism strikes at the heart of the meaning of the university and the purpose of the School of Public Policy. It constitutes a serious breach of professional ethics and it is unacceptable.

Plagiarism is the use of another’s words or ideas presented as one’s own. It includes, among other things, the use of specific words, ideas, or frameworks that are the product of another’s work. Honesty and thoroughness in citing sources is essential to professional accountability and personal responsibility. Appropriate citation is necessary so that arguments, evidence, and claims can be critically examined.

Plagiarism is wrong because of the injustice it does to the person whose ideas are stolen. But it is also wrong because it constitutes lying to one’s professional colleagues. From a prudential perspective, it is shortsighted and self-defeating, and it can ruin a professional career.

The faculty of the School of Public Policy takes plagiarism seriously and has adopted a zero tolerance policy. Any plagiarized assignment will receive an automatic grade of “F.” This may lead to failure for the course, resulting in dismissal from the University. This dismissal will be noted on the student’s transcript. For foreign students who are on a university-sponsored visa (eg. F-1, J-1 or J-2), dismissal also results in the revocation of their visa.

To help enforce the SPP policy on plagiarism, all written work submitted in partial fulfillment of course or degree requirements must be available in electronic form so that it can be compared with electronic databases, as well as submitted to commercial services to which the School subscribes. Faculty may at any time submit student’s work without prior permission from the student. Individual instructors may require that written work be submitted in electronic as well as printed form. The SPP policy on

plagiarism is supplementary to the George Mason University Honor Code; it is not intended to replace it or substitute for it. (<http://www.gmu.edu/facstaff/handbook/aD.html>)

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 has reviewed and is aware of student attendance requirements for internship course (please see course syllabus). **Agency Representative Initials Here:** _____ 

3.3 The Agency shall provide the Student with an Agency mentor. The Agency mentor shall monitor and supervise the Student throughout the experiential education program.

3.4 *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.

- 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.
-
-

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.
-
-

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 Director of Career Development

Date

George Mason University, School of Public Policy – Career Services
3351 Fairfax Drive, Arlington, VA 22201 Phone: (703) 993-3762 Fax: (703) 993-4876

Updated: April 11, 2012

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 (Faculty Signature): _____ Date: _____

*****Attach a copy of your internship proposal paper to this form.***

SPP Career Information and Professional Development Attendance Form:

Name of Student: _____ Date: _____

Name of Workshop: _____

Student Signature: _____ Date: _____

Career Services Signature: _____ Date: _____

SPP Career Information and Professional Development Attendance Form:

Name of Student: _____ Date: _____

Name of Workshop: _____

Student Signature: _____ Date: _____

Career Services Signature: _____ Date: _____

SPP Career Information and Professional Development Attendance Form:

Name of Student: _____ Date: _____

Name of Workshop: _____

Student Signature: _____ Date: _____

Career Services Signature: _____ 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
3351 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
3351 Fairfax Drive, Arlington, VA 22201 Phone: (703) 993-3762 Fax: (703) 993-4876

Updated: April 11, 2012