SCHOOL OF PUBLIC POLICY

SPP UNDERGRADUATE INTERNSHIP PROGRAM
Guidelines

Program Objectives

- To provide opportunities for experience-based learning to School of Public Policy students through a public service internship program focused on non-profit, community-based, and governmental organizations.
- To strengthen ties among non-profit, government, community-based organizations and universities.

Eligibility

- Students enrolled at the School of Public Policy may compete for funding that supports up to one semester working part-time, or one summer working full-time, on unpaid internships that allow for the application of analytical skills gained in class to challenges faced by non-profit, governmental and community-based organizations.
- The award process is both formal and competitive. Due to limited funding, it is unlikely that all proposed internships will receive support each year.

Student Qualifications

- Declared public policy major.
- Demonstrated interest in issues of public interest (e.g. from work experiences, voluntary service or through the proposed internship).
- Work availability of a minimum of 32 hours for summer internships or 8 hours per week for academic semester internships.

Application Submission

- Rolling deadlines exist for academic semester and summer internship cycles.
- Internships must be awarded prior to the submission of a funding application.
- Submit all application materials to C. Bryan Kempton, Director of Career Services and Alumni Relations at bkempton@umd.edu.

Organization Criteria

- Internship assignments are professional in stature, with a designated staff member serving as an intern supervisor.
- Internship assignments complement the School of Public Policy’s academic curriculum providing students exposure to desired career competencies.
SCHOOL OF PUBLIC POLICY

SPP UNDERGRADUATE INTERNSHIP PROGRAM
Application

**Student Information**

Name: ___________________________________________ Student ID: _______-_____-____

Address: ________________________________________________

Email: ___________________________________________ Cell: (_____ ) _____ - ______

Gender: ______________________

Race/Ethnicity: □ African American □ Caucasian □ Native American/Indian
(Official) □ Asian/Pacific Islander □ Hispanic □ Other (Specify ____________________________ )

Citizenship: □ U.S. Citizen □ Permanent U.S. Resident □ International Student

Academic Standing: Year □ 1st □ 2nd □ 3rd □ 4th

Expected Graduation: __________ Credits Completed: _________ GPA: __________

**Internship Information**

Organization: __________________________________________________________

Supervisor: ___________________________ Title: ___________________________

Address: __________________________________________________________

Email: ___________________________ Phone: (_______ ) _______ - _______

Dates: Semester/Summer: ___________________________ Year: __________________

Hours/Week: ______________ Start and End Dates: From ___/___/____ to ____/____/____

Sector/Field: □ Academia □ Government – State/Local □ Nonprofit
□ Government – Federal □ International Organization

**Attachments**

Please attach the following materials to this application:

☑ Current Resume
☑ Unofficial Transcript
☑ Learning Contract
SCHOOL OF PUBLIC POLICY

SPP UNDERGRADUATE INTERNSHIP PROGRAM

Learning Contract

Internship Expectations

1. Please attach a job description detailing your internship roles and responsibilities.

2. Describe the supervision to be provided by your site supervisor. What kind of instruction, assistance, or contact will you receive to enable you to have a successful internship experience?

Learning Objectives

1. Describe what you intend to learn through this internship experience. What abilities, skills, and knowledge do you intend to develop or enhance? Please be specific.

   A.

   B.

   C.

   D.
2. Develop a list of projects, assignments, meetings, observations, and/or site visits with your site supervisor that will enable you to reach your desired learning objectives:

   A.

   B.

   C.

   D.

**Agreement**

This is a working document that has been developed by the student, site supervisor, and faculty sponsor, which may be amended as necessary throughout the internship experience.

Signature of Student:  
Date:

Signature of Site Supervisor:  
Date: