



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.



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Application

Student Information

Name: _____ Student ID: _____ - _____ - _____

Address: _____

Email: _____ Cell: (_____) _____ - _____

Gender: _____

Race/Ethnicity: (Optional) African American Caucasian Native American/Indian
 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



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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: