

**School of Public Policy
Internship Experience Paper
Guidelines**

Purpose

Once you have completed your MPP internship, you must submit a written report about the practical work experience that you gained through the internship. Submit the paper to the Internship Coordinator for approval by the Graduate Program Director. You should describe not only the objectives of your job, and the various tasks and projects, but also how you transferred the public policy skills learned in the classroom to your work experience. This assignment will also provide you with a portfolio of work examples to show future employers.

During the Internship (suggested)

1. Keep a journal of your internship experiences. Include observations and insights as close to the time they occur as you can. You may also include questions you want to ask your supervisor, co-workers or internship coordinator. The journal will make it much easier to prepare the internship paper.
2. To the extent you have publicly available work products, keep a folder of your work. You may be asked to provide an example of your work.

Writing the Paper (required)

Once the internship is completed, use your journal, work products and observations to prepare a paper with a minimum length of 4 pages that addresses each of these items:

1. Include your name, date, date of the internship, name of organization and department where you served the internship.
2. What is the mission of this organization? How does this organization relate to the greater public policy community?
3. What is the structure of the organization, and what was your role in it?
4. What did the organization expect you to accomplish?
5. What public policy skills/techniques did you use on the job?
6. What skills/techniques did you learn on the job?
7. How did your internship relate to your area of specialization in the MPP program?

Grading Criteria

The paper will be graded on a pass/fail basis. Passing papers will effectively and clearly address each of the items above, and have no typos or misspelled words.