

UMBC Public Policy Internship

PUBL 697

Graduate Program Director: Dr. Tim Brennan (brennan@umbc.edu; 410-455-3229)

Graduate Program Coordinator: Shelley Morris (shelleym@umbc.edu; 410-455-3202)

Purpose

The Public Policy internship is designed to augment the student's academic activities in the Master's program. The internship will provide a realistic exposure to an organizational environment for students who do not possess directly relevant work experience. Through the internship, the student will be able to apply the methodological and analytic skills acquired in the classroom in a public, for-profit, or nonprofit organization.

Who Must Complete the Internship?

All students enrolled in the Master of Public Policy (MPP) program in fall 2010 or later must have relevant professional experience before completing the degree. Students are required to complete an internship as a condition of graduation. Students expecting to serve an internship should complete and submit the "MPP Internship Registration" form to the Internship Coordinator.

Waiver

Students may request a waiver of the internship by demonstrating that they possess two years of full-time public policy experience. The request for waiver must describe the student's work experience and how it is relevant to the public policy discipline. The waiver request can be submitted at any time, but no later than 90 days before the beginning of the student's final semester in the program. The waiver must be approved by the graduate program director. Graduate assistantships on campus cannot be counted as equivalent experience. Students requesting a waiver should complete and submit the "Petition for a Waiver of the Internship Requirement" to the Internship Coordinator.

Placements

The students will serve the internship with local, state or federal agencies, or for-profit and nonprofit organizations that consistently interact with governmental organizations and make use of policy analysis. Such organizations could include civic organizations, public interest groups, think tanks, public affairs offices and government relations offices.

Students seeking internships should work with the internship coordinator in the UMBC Career Center to identify appropriate placements. All placements must be approved by the Public Policy graduate program director prior to the start of the internship. Students are strongly encouraged to use MyUMBCWorks, meet with the Career Center internship staff, and attend the Career Center's career workshops and career and internship fairs, held each semester. (internships@umbc.edu) Students are responsible for applying for and obtaining an interview for a placement. Internships can be paid or unpaid. If a student has a documented disability that may require an accommodation, the student should register with UMBC's **Office of**

Student Disability Services (SDS) who can provide advisement on requesting accommodations throughout the internship process. (sds.umbc.edu). The Career Center and the Office of Disabilities Services offices are in the Math/Psychology building on the 2nd floor.

Duration and Timing

Students can start an internship any time during the year (fall, spring, summer) after they have completed 15 hours of coursework. Students should enroll in PUBL 697 (no cost, no credit) during the semester they are serving the internship. The internship must total 300 working hours, and not exceed more than 20 hours per week during a semester when the student is enrolled, or 40 hours per week in the summer. The internship can span more than one semester with the same placement. If a student finds they are unable to complete their internship due to unforeseen circumstances or do not earn a passing grade for the internship component, then he or she is eligible for a second attempt and must enroll again in PUBL 697 again.

Intern Experience Paper

Once the internship is complete, the student must write a paper in the form of responses to a series of structured questions about the intern experience. The graduate program director (GPD) will read and grade the paper pass/fail. The intern's supervisor will also submit a written evaluation of the student's performance.

Requirements for Completion

The internship requirement will be complete when the student enrolls in PUBL 697, concludes the 300-hour internship, and receives a "pass" for the intern experience paper, and the Career Center Practicum.

Updated: 1/18/2019