



# SCHOOL OF PUBLIC POLICY

## MSPP 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 projects that allow for the application of analytical skills gained in class to challenges faced by non-profit, governmental and community-based organizations.
- Students receive payment for their work from a variety of philanthropic sources including the Joseph W. Rogers Internship Fund, MSPP Alumni Internship Fund, Susan C. Schwab Internship Fund and the William Donald Schaefer Internship Fund.
- 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

- Full-time status at the School of Public Policy, completion of the first semester of graduate curriculum and a minimum 3.0 GPA
- Demonstrated interest in various 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 full-time summer assignments or 10 hours per week for academic semesters
- Completion of an internship evaluation and project summary report

### Selection Process and Criteria

- **Rolling deadlines exist for academic semester internship proposals. Summer internship proposals are due April 15 each year.**
- Submit all application materials to C. Bryan Kempton, Director of Career Services and Alumni Relations at [bkempton@umd.edu](mailto:bkempton@umd.edu)
- The MSPP Internship Award Selection Committee (comprised of School of Public Policy faculty and staff) reviews all eligible applicants. Decisions are based on the following criteria:
  1. Academic record
  2. Previous work experience or internships
  3. Interests or involvement with community or local government issues
  4. Leadership experience and potential
  5. Professional development needs
  6. Award need justification

### Organization Criteria

- Organization satisfies requested statement regarding inability to support student internship salaries or stipends
- Internship assignments are of professional stature and intensity, with a designated professional staff member serving as an intern supervisor
- Internship assignments complement the School of Public Policy's specialization disciplines in order to give students exposure to desired career specialties



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## MSPP INTERNSHIP PROGRAM Application

### Personal Information

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Full Address: \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Gender:  Female  Male

Race/Ethnicity:  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  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup> Semester  1<sup>st</sup>  2<sup>nd</sup>

Expected Graduation: \_\_\_\_\_ Credits Completed: \_\_\_\_\_ GPA: \_\_\_\_\_

Specialization:  Environmental Policy  Management, Finance & Leadership  
 International Development  Social Policy  
 International Security & Economic Policy  Other (Specify: \_\_\_\_\_)

### Confirmed Internship Information

Organization Name: \_\_\_\_\_

Internship Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_ Web: \_\_\_\_\_

Dates: Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Hours/Week: \_\_\_\_\_ Start and End Dates: From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

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

### Application Attachments

Please attach the following materials to your application:

- Current Resume
- Transcript
- Interest Essay (Please type all responses and attach them to the application)



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## MSPP INTERNSHIP PROGRAM Application (Continued)

### INTEREST ESSAY

[Two typed pages, double-spaced]

State the reasons for your interest in working on a particular issue area or for your designated organization in general. In your essay, please detail the following information:

- Your professional objectives and expectations for your internship
- Why this unpaid internship is relevant to your course of study and career interests
- Your need for compensation for the internship period
- How this experience will relate to your future professional goals

### INTEREST AREAS

Rank, in order of preference, five (5) areas of professional interest with one (1) being your first preference

#### Environmental Policy

Economic Development \_\_\_\_\_  
Energy Policy \_\_\_\_\_  
Growth Management \_\_\_\_\_  
International Environmental Policy \_\_\_\_\_

#### International Security & Economic Policy

Economic Policy \_\_\_\_\_  
Foreign Policy/Relations \_\_\_\_\_  
Human Rights/Health/Justice \_\_\_\_\_  
National Security \_\_\_\_\_  
Peace Studies/Conflict Resolution \_\_\_\_\_  
Trade Policy \_\_\_\_\_

International Development \_\_\_\_\_

#### Management Finance & Leadership

Budget/Income Analysis \_\_\_\_\_  
Non-Profit Management & Administration \_\_\_\_\_  
Organizational Development \_\_\_\_\_  
Public/Private Relations and Partnerships \_\_\_\_\_  
Public Sector Finance \_\_\_\_\_  
Public Sector Management & Administration \_\_\_\_\_

#### Social Policy

Children and Family Policy \_\_\_\_\_  
Planning and Development/Housing \_\_\_\_\_  
Education Policy \_\_\_\_\_  
Equity and Discrimination Issues \_\_\_\_\_  
Health Policy \_\_\_\_\_  
Labor and Income Issues \_\_\_\_\_  
Welfare Policy and Poverty Issues \_\_\_\_\_



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## **MSPP INTERNSHIP PROGRAM Employer Confirmation**

*(Transfer this form onto agency letterhead and submit with any other confirmation letter)*

**STUDENT NAME:**

**ORGANIZATION:**

**ADDRESS:**

**PHONE:**

**EMAIL:**

**WEB:**

**INTERNSHIP SUPERVISOR AND TITLE:**

**INTERNSHIP LOCATION:**

**DURATION OF INTERNSHIP [Number of Weeks]:**

**Begins [Day/Month/Year]:**

**Ends [Day/Month/Year]:**

**Hours/Week:**

**POSITION AND TASK DESCRIPTION:**

**LEARNING OBJECTIVES:**

**PLEASE LIST ANY BENEFITS YOU MAY PROVIDE TO THE STUDENT:**

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**SIGNATURE OF SUPERVISOR**

**DATE**

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**SIGNATURE OF STUDENT**

**DATE**