

**PAPA 595: Summer 2011 Internship Syllabus**  
(SEE CLASS MEETING TIMES AND DATES ON BACK)

The PAPA Internship Program is designed to accomplish three goals:

- 1) Provide opportunities for students to gain meaningful work experience in public and nonprofit organizations; 2) acquire knowledge and skills necessary for professional development and advancement; and 3) contribute to area public and nonprofit organizations. Toward this end, there are 225 points, which may be earned for this course.

Essentially, interns are charged to apply concepts and theories learned in the MPA program to administrative problems occurring in actual public organizations, or, understand the reasons why they may or may not be applicable.

- I. Joint Supervisor/Intern Evaluations (fax to (618) 650-2786)  
The workplace supervisor completes monthly intern evaluation forms by the 15<sup>th</sup> of each month. The intern and workplace supervisor jointly completes the evaluations at the end of each semester. To be successful in future employment endeavors it is essential that interns be able to effectively understand and communicate with their supervisors.  
**Total points: 80**
- II. Attendance/Class Contribution  
Interns are required to attend and participate in all three (3) internship seminars unless prior arrangements are made with the instructor. Missed class meeting will result in loss of points. Only work related absences will be considered excused. Please email the instructor to arrange a one on one meeting with him. Do not schedule doctor visits or tests during these meeting times. All interns are to dress business casual (not student casual).**Total points: 75 (25% penalty is imposed for each tardy unless notification to the professor or PAPA office administrator is made; 3 class meetings @ 25 points each)**
- III. Journals: (submit to the PAPA office – Hard Copy Only)
  - 1) A list of the activities you were involved in covered over the calendar dates
  - 2) Discuss what you have learned
  - 3) Provide insight, if any, on how you would have or could have addressed these activities differently. (Should be two to three pages in length)**Total points: 20 (20% penalty imposed for each late assignment; 2 journal assignments @ 10 points each)**
- IV. Semester Project Summaries: (submit to the PAPA office – Hard Copy Only)  
At the end of each semester interns will submit a brief overview and description of their entire work experiences for the semester. (Should be six to eight pages in length)  
**Total points: 50 (20% penalty imposed for late assignment without prior approval)**

The internship should serve as a time for inquiry and experimentation in terms of future career goals and aspirations. Students should feel free to discuss ideas and questions with each other and the instructor. It is assumed that, topics raised in the seminar remain confidential as well as other *sensitive* information related to your experiences with your internship organization.