

Master of Public Administration (MPA)  
Student Internship Guide

Saint Louis University  
Department of Political Science

July 2015

1. KEEP IN TOUCH with me – check your SLU email. This is one important measure I have of your reliability. An email is my medium of choice. For your convenience, my email address is [cropfra@slu.edu](mailto:cropfra@slu.edu).

2. Your internship supervisor should send me a letter or an email confirming that you are doing the internship as a college course, briefly describing your duties and responsibilities, and acknowledging that they will send me an evaluation at the end of the internship.

Be sure they understand this is for college credit. It is rare but it happens that interns have been given only rather mundane insignificant work. You should also learn about the larger organization if possible, not just your smaller niche. I can contact your supervisor if need be.

3. Hours: 160 hours or more. 3 credit hours.

4. Paper: 10 pages, without references. The paper should be an opportunity for you to reflect on your experience in light of the coursework you've taken. To write the paper, you must be able to answer the following questions:

a. What is the organization, the workplace, the things you did, number of clients or phone calls, the skills you think you needed to perform the job effectively?

b. What issues did you face? Which are faced by the individuals you encounter? What broader political and administrative issues does the organization face? Successes and frustrations – you may simply describe them at first:

- Were your initial expectations met or not – any idea why?
- Relate what you are doing and learning to
  - other classes,
  - current events, political and social issues
  - your ethical, political or religious beliefs
- Sketch some tentative ideas for your capstone paper even if you decide that you will not base your capstone on your internship experience.
- Lastly, reflections on the overall internship, its value, suggestions, etc. (at least 1 page)

c. **Be Reflective** – you may add additional reflections (dated later) as you see things differently as time goes on.

- Respect people’s privacy -- use initials if you think it might be necessary
- Check with your supervisor about screening information (some require this)

d. Don’t “Justs”:

- Don’t just list what you did every week!
- Don’t just say something is interesting, explain why it is striking or noteworthy.

e. How to write your paper (in addition to what I have above):

- Word processed -- so you can email it as an attachment easily.
- Single spaced is desired. MUST have page numbers.
- Use academic writing and style just as you would any other paper you hand in for a course.
- Make references to books and articles you’ve used in courses.
- If your internship includes written work, or material for the web, with the permission of your supervisor, you should submit these as separate attachments, along with the paper.

5. Your responsibility is ensuring that your supervisor sends your final evaluation to Dr. Cropf.

6. Grading:

Obviously most of your time and effort should be on the internship – in their office, out in the community, and so on. I have to rely in part on somewhat indirect measures.

50 % Evaluation of your site supervisor

05 % Timely submission of evaluation and paper

45 % Paper (graded as standard college paper unless other arrangements are worked out)

100%

Thank you,

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