

INTERNSHIP INFORMATION for Agencies

Pre-service graduate students (i.e., those who have not worked in the public or nonprofit sector) are required to complete an internship in the Master of Public Administration (MPA) program. We strive to establish and maintain partnerships with agencies to promote the success of our students.

The internship program aims to provide students with opportunities to:

- Apply knowledge and skills learned in the classroom in “real world” learning experiences
- Explore career interests
- Observe and network with professionals in the field, improving employment potential after graduation

Internship experiences may be tailored to suit the needs of the agency and the student. Students and their placement agencies often benefit most when interns are assigned responsibilities commensurate with an entry level professional position.

Typically, MPA students complete their internship during the last third of the MPA curriculum and work a minimum of 300 hours in an appropriate placement setting. This translates to 20 hours per week for a regular term; however, the placement agency and student may arrange an appropriate schedule.

The mission of the MPA program at EMU is to prepare students for leadership roles and careers in public and nonprofit organizations.

Contact us to promote internship opportunities at your agency

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Benefits of Internships to Agencies

- Agencies may see increased exposure for their agency and the work they do
- Internships give placement agencies the opportunity to see potential future employees in action
- Interns are highly motivated pre-professionals who have fresh perspectives and specialized strengths and skill sets

Expectations of Students

- Consult with their program adviser when an appropriate internship is found
- Contact the placement agency and submit any application materials
- Perform to the best of their ability in the internship experience
- Participate in a weekly seminar at EMU to share experiences and discuss specific issues with the faculty director and other interns
- Keep an ongoing journal of duties performed, activities undertaken, and lessons learned while interning
- Keep a record of hours worked
- Submit evidence of work

Role of Placement Agencies

- Develop a plan for internship activities
- Sign internship agreement letter (which contains contact information for the student and agency, start date, and agreed-upon hours worked per week)
- Train, supervise, and allow students to observe and participate in various activities in order to create a quality learning experience
- Approve intern’s goals and objectives statement
- Complete a form evaluating the intern’s performance at the end of the experience

Role of the EMU MPA Program

- Publicize internship opportunities to eligible students
- Facilitate discussions during the weekly intern seminar

