

MPA PROGRAM INTERNSHIP CHECKLIST

THE SEMESTER BEFORE YOUR INTERNSHIP

- Attend general informational internship meeting
- Search for possible placements (for competitive internships, begin search 2 semesters in advance)
- Contact possible placement sites by phone, in-person, or through application (as required)
- Interview at potential placement sites
- Meet with Internship Coordinator at least once prior to final decision
- Decide on internship placement
- Meet with Internship Site Supervisor to develop Memorandum of Understanding (MOU)
- Submit draft MOU to Internship Coordinator, then final signed copy after completing revisions
- Register for the Public Affairs Internship (PAFF-594) AFTER the MOU is on file with the department

DURING THE INTERNSHIP SEMESTER

- Keep a journal of internship experience
- Check in with Site Supervisor occasionally regarding your progress and his/her expectations
- Inform Site Supervisor and Internship Coordinator if difficulties arise
- Complete and submit internship reflection paper within two weeks of last day on site
- Verify with Internship Coordinator that all materials have been received and all requirements met