

MPP 699

Policy Internship Procedures and Requirements

1. It is the student's responsibility to follow the internship procedures and requirements shown below as well as to secure their policy internship. The student must get approval from the Assistant Director of Career Services on a graduate-level, substantive, policy-related internship, as outlined in the [Academic Catalog](#).
2. An Internship Agreement Form is required prior to starting the internship. (*The form is an agreement with the internship organization/the supervisor, the student and the approval of the Assistant Director of Career Services*).
3. For policy internships abroad, each student must complete and submit the Internship Release of Liability Form with the Student Services Office.
4. Once the Internship Agreement Form has been submitted and approved, Student Services will process the enrollment for MPP 699. (*This is a zero-unit class, graded as credit ("CR") or no credit ("NC")*).
5. Students are required to complete a minimum of 240 hours at their approved internship. Upon completion, the student must to the following:
 - ***Notify the Assistant Director of Career Services they have completed the 240 required hours.***
 - ***Complete the Student Internship Completion and Self Evaluation Form.***
 - ***Ask their Supervisor to submit their evaluation.***
 - ***Coordinate a meeting with their assigned Faculty Advisor (Note this is assigned after evaluations are submitted).***
 - ***Meet with the Assistant Director of Career Services to finalize the MPP 699 requirement.***

Upon completion of these steps, the student having satisfactorily fulfilled the policy internship requirement, a grade of "CR" (credit) will be submitted. Failure to complete any of the following will result in a grade of no credit ("NC") for MPP 699, which will prevent completing a program/graduation requirement.