

# PEPPERDINE SCHOOL OF PUBLIC POLICY

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Dr. Michael A. Shires, Fall 2004

## MAJOR INTERNSHIP REPORT

This report is designed to bring closure to the summer internship experience. The full description of the goals of the summer internship experience is provided in the School of Public Policy's catalog. It is also reproduced here for your reference.

The non-credit Summer Internship or Field Study should be selected in an agency related to the student's area of specialization and must be completed prior to the first semester of the second year. Such agencies may be local, state, or federal government; nonprofit organizations; or an international experience in a non-U.S. setting to prepare for Foreign Service after graduation. The Internship or Field Study should provide a perspective on how the methods and theories learned in the cases studied in the classroom may find practical in non-textbook and complex real-life settings. A major report, or case study, should be prepared to share with fellow students near the beginning of the second year based on the Summer Internship or Field Study. In addition, an Internship Report Form must be submitted within 21 days after completion of the Summer Internship or Field Study. This can be a critical stepping stone toward building a resume and finding employment after graduation.

The Major Internship Report represents an opportunity for each student to share what they have learned from their summer internship experience. The due date for these reports is 5:00 pm on Friday, August 6, 2004. Students should submit their reports electronically by attaching them in Microsoft Word or Corel WordPerfect format to an email sent to [michael.shires@pepperdine.edu](mailto:michael.shires@pepperdine.edu).

The internship experience is an important part of the educational experience at the School of Public Policy. It provides both a bridge between the tool-building courses of the first year and the application-focused courses of the second year and a foundation for discussing the logistical issues associated with actually getting policy done. The report will reflect those two roles. Each of you has invested some serious time and effort into the internship experience. We will all be able to benefit from the shared experiences of the class.

### *Required Components*

The paper should include the following important sections:

- **Introduction:** This section will provide a brief summary of where you worked and what you did in your summer internship. It should essentially be a summary of the Internship Report Form, detailing who, what, where, when, and how. This portion should not exceed one or two paragraphs.
- **Lesson Learned:** Start off the report by describing the single most important lesson you learned from your internship experience. Make sure to provide enough detail and context so that your classmates can understand how and why you learned what you did. This should not exceed one page.
- **Course Application:** Think back on your internship experience from the perspective of your courses during the first year of the Public Policy program. Identify two significant instances or ways that specific aspects of the courses were applied or relevant. Describe these instances and discuss how your training improved either your decision making or your ability to analyze and select options. This section should not exceed two pages.
- **Leadership Example:** This is the heart of the report. Think about a leader that you had the opportunity to observe in some detail. It does not necessarily have to be your direct supervisor or the organizational president/director. Was the person an effective leader? Why or why not? What attributes of the individual caused you to identify them as a leader? What would have made them more effective and why? Make sure to try to separate their leadership from their management. In what ways did their leadership style influence the organization and its effectiveness? This section can be as long as necessary. Try to invest some serious thought into this portion of the course because it will be the foundation for our discussions both during the Mid-Program Leadership Workshop and the first few sessions of MPP 604.