## Program Objectives

- To provide opportunities for experience-based learning to School of Public Policy students through a public service internship program focused on non-profit, community-based, and governmental organizations.
- To strengthen ties among non-profit, government, community-based organizations and universities.

## Eligibility

- Students enrolled at the School of Public Policy may compete for funding that supports up to one semester working part-time, or one summer working full-time, on projects that allow for the application of analytical skills gained in class to challenges faced by non-profit, governmental and community-based organizations.
- Students receive payment for their work from a variety of philanthropic sources including the Joseph W. Rogers Internship Fund, MSPP Alumni Internship Fund, Susan C. Schwab Internship Fund and the William Donald Schaefer Internship Fund.
- The award process is both formal and competitive. Due to limited funding, it is unlikely that all proposed internships will receive support each year.

## Student Qualifications

- Full-time status at the School of Public Policy, completion of the first semester of graduate curriculum and a minimum 3.0 GPA.
- Demonstrated interest in various issues of public interest (e.g. from work experiences, voluntary service or through the proposed internship).
- Work availability of a minimum of 32 hours for full-time summer assignments or 10 hours per week for academic semesters.
- Completion of an internship evaluation and project summary report.

## Selection Process and Criteria

- **Rolling deadlines exist for academic semester internship proposals. Summer internship proposals are due April 15 each year.**
- Submit all application materials to C. Bryan Kempton, Director of Career Services and Alumni Relations at bkempton@umd.edu.
- The MSPP Internship Award Selection Committee (comprised of School of Public Policy faculty and staff) reviews all eligible applicants. Decisions are based on the following criteria:
  1. Academic record
  2. Previous work experience or internships
  3. Interests or involvement with community or local government issues
  4. Leadership experience and potential
  5. Professional development needs
  6. Award need justification

## Organization Criteria

- Organization satisfies requested statement regarding inability to support student internship salaries or stipends.
- Internship assignments are of professional stature and intensity, with a designated professional staff member serving as an intern supervisor.
- Internship assignments complement the School of Public Policy’s specialization disciplines in order to give students exposure to desired career specialties.
SCHOOL OF PUBLIC POLICY

MSPP INTERNSHIP PROGRAM
Application

Personal Information

Name: ____________________________________________  Student ID: _______ - _______ - _______

Full Address: ____________________________________________

Home Phone: (______) _______ - _______  Email: ____________________________________________

Cell Phone: (______) _______ - _______  Gender:  □ Female  □ Male

Race/Ethnicity:  □ African American  □ Caucasian  □ Native American/Indian
                 □ Asian/Pacific Islander  □ Hispanic  □ Other (Specify ____________________________)

Citizenship:  □ U.S. Citizen  □ Permanent U.S. Resident  □ International Student

Academic Standing: Year □ 1st □ 2nd □ 3rd  Semester □ 1st □ 2nd

Expected Graduation: _______ Credits Completed: _______  GPA: _______

Specialization:  □ Environmental Policy  □ Management, Finance & Leadership
                 □ International Development  □ Social Policy
                 □ International Security & Economic Policy  □ Other (Specify: ____________________________)

Confirmed Internship Information

Organization Name: ____________________________________________

Internship Supervisor: ________________________  Title: ____________________________

Address: ____________________________________________

Phone: (______) _______ - _______  Fax: (______) _______ - _______

Email: ____________________________________________  Web: ____________________________________________

Dates: Semester: ____________  Year: ____________

Hours/Week: ____________  Start and End Dates: From ___/___/___ to ___/___/___

Sector/Field:  □ Academia  □ Government – State/Local  □ Nonprofit
                 □ Government – Federal  □ International Organization  □ Private

Application Attachments

Please attach the following materials to your application:

❑ Current Resume
❑ Transcript
❑ Interest Essay (Please type all responses and attach them to the application)
INTEREST ESSAY
[Two typed pages, double-spaced]
State the reasons for your interest in working on a particular issue area or for your designated organization in general. In your essay, please detail the following information:

- Your professional objectives and expectations for your internship
- Why this unpaid internship is relevant to your course of study and career interests
- Your need for compensation for the internship period
- How this experience will relate to your future professional goals

INTEREST AREAS

Rank, in order of preference, five (5) areas of professional interest with one (1) being your first preference

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International Development
SCHOOL OF PUBLIC POLICY

MSPP INTERNSHIP PROGRAM
Employer Confirmation

(Transfer this form onto agency letterhead and submit with any other confirmation letter)

STUDENT NAME:

ORGANIZATION:

ADDRESS:

PHONE:

EMAIL:

WEB:

INTERNSHIP SUPERVISOR AND TITLE:

INTERNSHIP LOCATION:

DURATION OF INTERNSHIP [Number of Weeks]:

Begins [Day/Month/Year]:

Ends [Day/Month/Year]:

Hours/Week:

POSITION AND TASK DESCRIPTION:

LEARNING OBJECTIVES:

PLEASE LIST ANY BENEFITS YOU MAY PROVIDE TO THE STUDENT:

______________________________  __________________________
SIGNATURE OF SUPERVISOR        DATE

______________________________  __________________________
SIGNATURE OF STUDENT            DATE