

PLCY309 serves as the academic component of the School of Public Policy's internship requirement. It provides a basis for reflection upon and evaluation of a student's practical, substantive work experience in a professional environment of public policy and leadership. While no formal class meetings occur, the academic curriculum spans the duration of the semester, comprising journal entries and a final reflection paper. Internship site supervisors sign an internship contract and complete a mid-semester and final evaluation of students' performance.

The School of Public Policy is extremely fortunate to have its own [Office of Career Services](#) that offers resources and services to enhance the professional development of our students. From career counseling to an internship database just for Public Policy students, please visit the Career Services Office as soon as possible!

Students participating in an unpaid internship are eligible to apply for **financial assistance** through the School of Public Policy or the UMD Career Center. The [School of Public Policy \(SPP\) Internship Program](#) enables current students to receive compensation for unpaid internships and expands students' opportunities for experiential learning in non-profit, community and governmental organizations. The UMD Career Center offers similar support through the [Bright Futures Scholarship](#).

Permission to register: Students must first receive approval of their internship experience. Please fill out the form [here](#). Internships can be paid or unpaid and with an organization from the public, private or nonprofit sector. *It must have a direct relationship to public policy.* Once approved, students will then be sent an internship contract to complete with their supervisor before receiving permission to register for the course.

Credit Hours: Students should be registered for three hours of credit in order to fulfill their major/minor requirements. Three credits equates to at least 135 hours of work in a 15 week semester. Six hours of credit equates to a total of 270 hours in a 15 week semester. For students in the Public Policy major taking six credits, three credits will go toward the Public Policy Major and three will go toward general UMD electives. Non-public policy majors should see their advisor.

Assignments: Course assignments are all online and include an internship contract, midpoint and final evaluation, short reflections throughout the semester and a final reflection paper. All evaluations must be submitted from the supervisor directly to the course instructor. Students receive these assignments and forms through ELMS once they are registered for the course.

Summer semester information: The University of Maryland requires that all students be enrolled in course credit concurrent with their internship; therefore, some students may seek credit over the summer. Summer credits are more expensive than credits in the Fall/Spring so students should take that into consideration when planning their internship experience. Summer credit hours are calculated by total hours worked, with 135 hours equaling three credits, 270 equaling six credits. The assignments are the same and due dates are created on a schedule that works best for the internship arrangement.

Please email Dr. Littlefield at jnlittle@umd.edu with any questions!