Master of Public Administration

Employer Internship Information

UCCS
School of Public Affairs
UNIVERSITY OF COLORADO COLORADO SPRINGS
What can your public or nonprofit agency gain from a responsible, innovative, graduate-level intern?
The UCCS School of Public Affairs delivers a unique blend of theory and real world application. Our Master of Public Administration students are looking for an opportunity to put their quality education to the test.

Your agency benefits from enthusiastic and capable students who want to take on challenges, offer and expand their skillset, make connections, and gain valuable experience. Graduate interns offer energy and fresh perspective, knowledge of current best practices, and capacity-building skills.

Tell me more…

• Internships may be hosted by public sector or nonprofit agencies or, under certain circumstances, by a private sector entity.
• Internships may be completed locally, in another city or state, or internationally.
• At a minimum, students are required to complete a total of 240 work hours for the host agency – not all of these hours must be directly supervised.
• The work period can be for an academic semester or during the summer, and work schedules are arranged with the internship agency.
• Internships may be paid or unpaid.
• Students may work part-time or full-time; schedules are negotiated between the agency and student.

What’s expected of our organization?
Host agencies are contributing to the process of educating and preparing public administration professionals, thereby elevating the overall quality of public service. Your organization shares responsibility for a successful internship experience. Your needs and the student’s educational goals are agreed upon before work begins. We maintain contact with you
throughout the course of the internship; we’re here to talk through any questions or concerns.

**I’m interested – now what?**
We do our best to match organizations and students for the best outcomes. Interests and needs of both parties are considered. The clearer you are with your expectations and desires, the more information we have to help ensure a good fit.

Please contact Pam Sawyer, MPA internship coordinator for the School of Public Affairs, at 719-255-3406 or psawyer@uccs.edu to talk about the possibilities.

**I’m not sure – are there other options?**
Internships aren’t the only vehicle to meet your needs. There are several ways students and/or faculty might interact with your organization. We can help determine whether other options may work. Consider the following:

**Capstone Projects**
Capstones are client-based projects that students complete in the final semester of their program. They conduct research to analyze a problem or concern and deliver a product. While the task should be significant and of practical use to you, the entire project must be completed within the time constraints of a single semester (fall or spring). Initial discussions should begin in advance of the semester in which work takes place.

**Service Learning Projects**
The subject matter of some courses lends itself to supervised service learning projects. These projects may be undertaken by the class as a whole or by individual students. If your project can be done in a time frame that is in sync with the academic calendar, this may be a good fit.

**Sponsored Projects**
Maybe you have funding to complete a program evaluation, develop a strategic plan, or conduct some needed research. The School of Public Affairs can help! Please call us to talk through different options.

Volunteers
Students are sometimes available to bring their expertise and energy to a volunteer project. Students volunteer for different reasons - building a resume is one of them. We are happy to advertise your volunteer needs to our students.
Internship Guidelines for the Host Agency

Introduction
Internships have resulted in development of training packages, fund development calendars and strategies, policy analyses, and other special projects. The following guidelines are intended to assist the host agency and to help make the internship as successful as possible for all parties.

How to Begin
Before writing a job description, it may be helpful to evaluate your agency’s needs and resources.

- What is the availability of work that is useful to you and also meaningful, challenging, and appropriate for graduate level interns?
- Where does an intern fit into your physical space and schedule?
- How will the intern be compensated financially or benefit from opportunities?

There may be a lag time between advertising the position and finding the right fit for your organization. Planning ahead is helpful. SPA posts open internship positions on our website, via LinkedIn and other social media avenues, and also works closely with potential interns to make matches that are successful for all involved.

We’re excited to get started... now what?
Students must meet requirements of both the internship host agency and the MPA program. SPA’s Letter of Agreement, which outlines the agency’s needs and the student’s educational goals and describes the tasks and responsibilities of the internship position, should be completed and signed by all parties prior to the start of the internship. The completed Letter serves as the framework for the internship.

Here are some tips to help get everyone off to a good start:

- In the early stages of employment, your intern should receive an overview of the organization’s role and function, including an introduction to major policies and procedures as well as cultural norms.
- Interns should be supervised by and have adequate and appropriate access to a responsible manager.
- Interns should be introduced to appropriate agency staff. Staff should be informed of the purpose, role, and expected performance of the intern.
- Interns should be able to observe and participate in administrative activities and have exposure to as much of the organization as possible.
• Your feedback helps strengthen the program. Please contact the MPA internship coordinator immediately with any questions or concerns. We will also be in touch asking for your feedback.

Insurance Requirements
Student internships are regulated under the Colorado Workers’ Compensation Statute. CRS 8-40-302 (7) states that:
(a) Any employer, as defined in section 8-40-203, who enters into a bona fide cooperative education or student internship program sponsored by an educational institution for the purpose of providing on-the-job training for students shall be deemed an employer of such students for the purposes of workers’ compensation and liability insurance pursuant to articles 40 to 47 of this title.
(b) If the student placed in an on-the-job training program does not receive any pay or remuneration from the employer, the educational institution sponsoring the student in the cooperative education or student internship program shall insure the student through the institution’s workers’ compensation and liability insurance or enter into negotiations with the employer for the purpose of arriving at a reasonable level of compensation to the employer for the employer’s expense of providing workers’ compensation and liability insurance while such student is participating in on-the-job training with said employer. This paragraph (b) shall not apply to a student teacher participating in a program authorized pursuant to article 62 of title 22, CRS.
(c) As used in this subsection (7), “cooperative education or student internship program” means a program sponsored by an educational institution in which a student is taught through a coordinated combination of specialized in-the-school instruction provided through an educational institution by qualified teachers and on-the-job training provided through a local business, agency, or organization or any governmental agency in cooperation with the educational institution.
Thank you!
Thank you for your interest in hosting a UCCS School of Public Affairs MPA student intern. Please contact us for additional information:

Pam Sawyer  
719-255-3406  
psawyer@uccs.edu

Mailing address:
UCCS School of Public Affairs  
1420 Austin Bluffs Parkway  
Colorado Springs, CO 80918

We look forward to working with you to provide a productive and enriching internship experience for all involved.
Intern’s Name: ____________________________________________________________

Agency Name: __________________________________________________________

Internship Position: ______________________________________________________

Agency Contact/Supervisor: _______________________________________________

Contact Information: ______________________________________________________

Period of Internship: _____________________________________________________

Salary (if applicable): ____________________________________________________

Description of agency needs for this position:

Description of student’s educational goals for this internship:

Description of tasks and responsibilities for this position:

___________________________________________________  ______________________________
Intern Signature and Date  Agency Supervisor and Date

___________________________________________________
MPA Internship Coordinator and Date
CERTIFICATE OF INSURANCE FOR ACADEMIC EXPERIENCE PLACEMENT

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Check: [ ] Internship [ ] Practicum [ ] Field Experience [ ] Clinical [ ] ISS*

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During the placement, does the Work Site
[ ] Pay the student? [ ] Provide Workers' Compensation?

Your personal health insurance is required for your placement site should you be injured, or get ill, under circumstances NOT covered by workers' compensation.

Personal Health Insurance: [ ] Self [ ] Student Health [ ] Parents/spouse [ ] Other [ ] None

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**RISK MANAGEMENT**

This information is provided to support your academic field placement experience. These guidelines are important and should be used in the event you or injured or become ill "on the job" at your placement site.

- **Please remember to observe safe work practices at your placement site.**
- If you are hurt and it is an EMERGENCY: get treatment at the nearest emergency room, then contact UCCS RISK MANAGEMENT [urmuccsdirs@cu.edu; (c) 719-313-8688; (o) 719.255.3525] as soon as possible and prior to any follow-up treatment.
- To activate coverage if you are injured within the course and scope of your placement/internship:
  - [ ] Within four (4) days of the injury, AND prior to treatment, contact UCCS RISK MANAGEMENT [urmuccsdirs@cu.edu; (c) 719-313-8688; (o) 719.255.3525]
  - You must be referred to one of the designated medical providers for treatment.
  - This should prevent you from incurring out-of-pocket expenses related to the injury.

Please contact UCCS RISK MANAGEMENT [urmuccsdirs@cu.edu; (c) 719-313-8688; (o) 719.255.3525] DIRECTLY IF YOU HAVE ANY FURTHER QUESTIONS, OR WANT CLARIFICATION.

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*I have read and understand this information.______/______/______

*International Students: Please obtain Risk Management initials _____ Date ____/____/______

Original to Academic Sponsor, copy to student & placement site.
Intern’s Name: ________________________________________________________________

Agency Name: _______________________________________________________________

Internship Position: __________________________________________________________

Agency Contact/Supervisor: _____________________________________________________

Contact Information: ___________________________________________________________

1. In what ways was this internship of value to your agency?

2. How might the internship process, as it relates to your agency, be improved?

3. Please discuss the work performance of this intern. If appropriate, please address the following competencies as outlined by NASPAA, the MPA program’s accrediting body:
   - To lead and manage in public governance/nonprofit systems
   - To participate in and contribute to the policy process
   - To think critically, solve problems, and make decisions
   - To articulate and apply a public service perspective
   - To communicate and interact productively with a diverse and changing workforce and citizenry

4. Would you use our services again?

Please attach additional pages for comments, as needed. Return to: psawyer@uccs.edu

Thank you for your feedback!