

## Course Syllabus: PUAD 598 Internship

### Professor/Internship Advisor:

Prof. Ben Hamman

-Office: LAW #147

-Office Hours: By appointment.

-Email: [ben.hamman@mso.edu](mailto:ben.hamman@mso.edu)

### Communication with Internship Advisor:

The professor can be reached via email from 8am-5pm (M-F) for inquiries. Please allow for up to 24 hours for a response. Unless an emergency, student email inquiries sent over the weekend, will be addressed on Mondays. I welcome the opportunity to meet with you at any point during the semester. Please contact me to set up a meeting over Zoom.

### Course Description:

MPA students who currently work in public and nonprofit organizations are not required to complete an internship, but can pursue an internship outside their organization. Students cannot complete an internship with their current place of employment. However, pre-career MPA students are strongly suggested to complete an internship. This experience affords students the opportunity to demonstrate the skills and knowledge they have acquired during the formal academic process, and gain professional skills that will enhance their employability.

### Course Learning Objectives:

In completing this internship, students will be able to:

- Apply the theory, knowledge and skills learned in the MPA classroom to practice
- Identify strengths and weaknesses in administrative procedure to help promote better public service delivery
- Ability to work in a team setting
- Demonstrate graduate level writing, critical thinking, research, and analytical skills

### Prerequisites prior to beginning the internship:

Approval from the internship advisor or department chair is required for registration in the internship. As noted in the [MPA Program Student Handbook](#), “*Students can pursue an internship after a year of MPA coursework and should have completed at least 4 out of the 6 MPA core classes.*”

### Internship Placement and Academic Requirements:

Students are required to identify the personal, academic, and professional goals they would like to meet through the internship experience. Students will then work with the internship advisor to identify a community organization they would like to work with and arrange an internship placement. All students must serve under the direction of a supervisor at their service learning internship site. Students are not allowed to use current employment as their internship.

Students are required to work at least 6-8 per week for an entire semester for 3 credits. This should amount to about 90-120 in total hours worked. Students desiring 6 credits are required to work 12-16 hours per week amounting to 180-240 hours worked. Internships that fall outside of these parameters should be discussed with the internship advisor.

Each student will complete the following academic requirements in conjunction with their internship:

**1. Complete Experiential Learning Agreement** within the first week of the semester. To do this, visit the [Office of Experiential Learning website](#) and scroll down to “Report Your Internship”. Click the button shown and you will be directed to log in to “Gradleaders” using your UM Net ID and password. Gradleaders is the system that UM uses to keep track of experiential learning opportunities university-wide like your internship. Once you are in the system, you will be able to fill out the experiential learning agreement. In completing this form, you should work with your internship supervisor at your place of employment to identify learning objectives prior to the start of the internship. You are required to include these learning objectives as you fill out the agreement. Once submitted, your internship advisor will either approve or reject the agreement. If rejected, you will be required to go back and make modifications to the learning objectives based upon the feedback received. For a step-by-step guide to using Gradleaders, see the attachments provided by the internship advisor in the welcome email sent out at the beginning of the semester. If you experience difficulty filling out the experiential learning agreement, first refer to these guides. If you continue to experience difficulty, contact the internship advisor.

**2. Monthly Reflective Journal Entries:** At the end of each month of the internship, students need to submit a 1-paragraph journal entry for each week (e.g. 4 weekly entries for each month of the semester). These should include a description, and more importantly, a thoughtful reflection on what the student has done in the internship and how those experiences and observations connect to what they have learned in the class. Students can also include questions or concerns to the internship advisor about their internship experience. These should be submitted directly to the internship advisor on the last day of the month (via email) by 11:59pm (MST). Here are some topics to consider as you write these reflections:

- What skills have you learned this month that contribute to your professional development?
- How you are applying theories and concepts learned in the core coursework?
- How are you serving to meet organizational and/or community needs?

**3. Internship Analysis Report:** Students completing a 3 credit internship should complete a 4-6 page analysis report on their internship experience. 6 credit internships should complete a 10-12 page report. The report should identify the main the lessons to be learned from the internship and draw heavily on content from the MPA courses offering insightful reflections on the internship experience. The focus and nature of the paper should be centered on how the student

applied theory to practice in their internship experience. You may not re-use assignments you have done for any other classes for this report. The final report is due the last day of the semester at 11:59pm.

Note: This report cannot be used in the final MPA portfolio.

**4. Take the student Gradleaders survey** (sent to student's email near the end of the semester)

**5. Encourage your supervisor to take their Gradleaders survey** (sent to supervisor's email near the end of the semester). Student will not be penalized if the supervisor opts to not take the survey.

#### **Advisor Site Visits:**

The internship advisor, circumstances permitting, may visit the intern's workplace for a site visit. These site visits usually last only 15-20 minutes one time per semester (remote or in person) and allow the intern to demonstrate their workplace and introduce the advisor to their co-workers and supervisor.

#### **Course Grades:**

For your internship, you will receive either a "pass" or "fail" grade dependent upon your performance in the above work and academic requirements. In order to meet the minimum expectations for passing, the student must complete all of the assignments above. Additionally, if the internship advisor receives word that an intern is performing poorly in their role, the advisor may issue a "fail" grade.

#### **Guidelines for Written Work**

All written assignments should meet the following criteria unless otherwise noted in the assignment instructions or the professor:

1. All work must be typed, double-spaced, utilize 12 point times new roman font, and have one-inch margins.
2. Citations should follow a proper style guidelines such as, but not limited to, MLA, Chicago, or APA (in-text citations and a reference page are necessary).
3. Assignments are due on the date/time listed in the course schedule; late assignments will not be accepted,
4. All assignments must be turned in electronically via Microsoft Word. If the instructor cannot open the document, the student will not receive a grade. Submission of assignments via e-mail will not be accepted unless specific arrangements have been made.
5. Written work will be evaluated both in terms of content, following instructions, organization, and writing/grammar.
6. Student collusion is not allowed for individual assignments (unless working in an approved team) and will be treated as an act of plagiarism.

## **Important Policies and Expectations**

### **Credits Received**

Internships should be developed in consultation with the internship advisor or MPA Director. Internships can count as 1 credit up to 6 credits (maximum) depending on the current needs and interests of each student (see micro internships below) and can be completed at any point during the calendar year. Internship can begin mid-semester.

### **Micro Internships:**

In the Department of Public Administration and Policy, students are invited and encouraged to apply for a micro-internship. Micro-internships are short term professional assignments or projects provided to students from public sector or nonprofit organizations seeking temporary assistance. Micro-internships allow students the flexibility to work less hours than what is required for a normal 3-credit internship. The expectations for a micro-internship are as follows:

1-Credit Internship: A minimum of 20 hours worked for a public or nonprofit organization, a 2-page final reflection paper, and a positive review from your supervisor

2-Credit Internship: A minimum of 40 hours worked for a public or nonprofit organization, a 4-page final reflection paper, and a positive review from your supervisor

For more information about micro-internships, visit the [UM Office of Experiential Learning and Career Success](#).

Note: The requirements for hours worked listed above were determined for the piloting of this program during the Covid-19 pandemic. This requirement will be reassessed post-pandemic.

### **Note about Professionalism**

Students are expected to be professional, punctual, and demonstrate a willingness to work hard and learn each and every day. Remember, you are not only representing the MPA program, but the University of Montana. Your performance (or lack thereof) will influence how future students are perceived and whether or not the organization continues to accept interns from our program. Please maintain a high standard of performance throughout the internship.

### **Note on Technology**

No “technology problem” excuses will be accepted in this class. That is, you cannot blame your failure to complete an assignment on time on “computer/internet/Moodle issues” (unless it was one that affected the whole class, in which case we will address the issue on a class-wide basis). Many of you already have Microsoft OneDrive on your computers or use UMBox or Dropbox. If you happen to lose all your work because you made the choice to not back it up, you will have to start over and begin again.

### **Note on Late Work**

Late assignments are not accepted. Extensions are only provided for two circumstances. (1) If an emergency situation arises and you inform me BEFORE the due date, then I will consider your unique circumstances and make a decision; (2) If you have a disability AND have sent me an accommodation letter from Disability Services.

**Note on Academic Honesty**

Students must follow the University's policies for academic dishonesty. All work submitted must be your own; no duplicate work (work completed for another class) will not be accepted. Acts of cheating or plagiarism will result in a grade of zero for the assignment. Moreover, acts of plagiarism will also be reported to the Academic Court. To avoid acts of plagiarism, cite each reference or source you use and give proper credit for the ideas, opinions, and findings of others. When you are using the exact words of others, you must use quotation marks and include the page number where you found the quote in your citation. For help on avoiding plagiarism, see the following resources from the [UM Writing and Public Speaking Center](#).

**Note on Sexual Misconduct**

UM prohibits sex discrimination against any participant in its education programs or activities. Prohibited sex discrimination includes incidents of sexual harassment (including sexual violence), dating violence, domestic violence, sexual assault, and stalking (collectively "sexual misconduct"). As an instructor, one of my responsibilities is to help create a safe learning environment for my students and for the campus as a whole. University policy requires that I report all incidents of sexual misconduct that come to my attention. If you encounter sexual misconduct, please contact the Title IX Coordinator at (406)243-5710. Additional information about sexual misconduct and available resources can be found on the [UM Office of Equal Opportunity and Affirmative Action website](#).

**Note on Student Disability Related Needs**

The University of Montana assures equal access to instruction through collaboration between students with disabilities, instructors, and Disability Services for Students. If you have a disability that adversely affects your academic performance, and you have not already registered with Disability Services, please contact Disability Services in Lommasson Center 154 or 406.243.2243. I will work with you and Disability Services to provide an appropriate modification.

**Cultural Leave Policy**

UM has a Cultural and Ceremonial Leave Policy: "Cultural or ceremonial leave allows excused absences for cultural, religious, and ceremonial purposes to meet the student's customs and traditions or to participate in related activities. To receive an authorized absence for a cultural, religious or ceremonial event the student or their advisor (proxy) must submit a formal written request to the instructor. This must include a brief description (with inclusive dates) of the cultural event or ceremony and the importance of the student's attendance or participation. Authorization for the absence is subject to approval by the instructor. Appeals may be made to the Chair, Dean or Provost. The excused absence or leave may not exceed five academic calendar days (not including weekends or holidays). Students remain responsible for completion or make-up of assignments as defined in the syllabus, at the discretion of the instructor."