

MPA PROGRAM INTERNSHIP TIMELINE

Rvsd. 8/06

THE SEMESTER BEFORE YOUR INTERNSHIP

Beginning of semester	Attend Internship Meeting
Throughout semester	Search for possible placements (for high profile internships, begin search two semesters in advance) Contact possible placement sites by phone or in-person
Mid-semester	Meet with Internship Coordinator
End of semester	Decide on internship placement

DURING INTERNSHIP SEMESTER

First week	Download internship forms off MPA webpage Meet with Internship Site Supervisor to develop Memorandum of Understanding (MOU)
End of first week	Meet with Internship Coordinator & submit signed MOU
Second week	Register for PAFF 594 Internship Course, begin internship
Weekly	Keep journal or log of internship experience
Mid-semester	Internship Coordinator contacts intern and internship site supervisor for mid-semester review
Two weeks before classes end	Meet with Site Supervisor to debrief and provide intern evaluation form
Last week of classes	Intern completes internship site evaluation Verify with Internship Coordinator that all materials have been received and all requirements met

AFTER YOUR INTERNSHIP

	Enroll in PAFF 595 – The Capstone Seminar
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