



## EVANS SCHOOL INTERNSHIP REQUIREMENT

### Evans School Internship Requirement Overview

#### 1. *400-hour requirement*

A 400-hour documented internship experience within a public, nonprofit, or private organization is required. Many students fulfill this requirement during the summer between their first and second years, but students may also intern during the school year and may fulfill the requirement at more than one position, as long as total internship hours meet or exceed 400. Internships may be either paid or unpaid. It is expected that the internship is graduate level, requiring the use of substantive analytical and/or managerial knowledge to solve problems at the level of policy development, implementation, and/or evaluation.

#### 2. *Significant previous professional experience*

Some students may already meet the internship requirement upon entry into the program and **all students will submit an Internship Planning Form in the first quarter to determine their status.** Students entering with two or more years of recent and relevant professional experience will be evaluated to determine whether or not they've already met the internship requirement.

#### 3. *Exemption*

Students who complete the Peace Corps Master's International (PCMI) program are exempt from the internship requirement. If PCMI students drop out of the PCMI program prior to departure or do not complete their Peace Corps service, they may need to fulfill the internship requirement and should work closely with Career Development.

### Steps to Take Toward Fulfilling the Internship Requirement

#### 1. *Completing the Internship Planning Form*

**All students must complete the Internship Planning form, which can be found on EvansJobs under "Internship Requirement", by October 31<sup>st</sup> of the first year to determine their status.** After submitting the form on EvansJobs, Career Development will determine whether or not they've already met the internship requirement and notify students of a decision by mid-November. Those without two or more years of recent and relevant professional experience will need to fulfill the 400-hour requirement.

#### 2. *Finding an internship*

Students are responsible for obtaining their own internships; however, the Career Development team is here to offer guidance and support during the process. Students are encouraged to meet with a Career Development | [evansjob@uw.edu](mailto:evansjob@uw.edu) | 206.221.7698 | <http://evans.uw.edu/career-development> | #evansjobs

Development advisor to discuss potential internship opportunities, resume and cover letter advice, and interview preparation. Please request an appointment via EvansJobs.

Internship opportunities are regularly posted on EvansJobs, the Evans School's career and internship management system, and may be accessed at <https://evansjobs-csm.symplicity.com/students/index.php>.

Students are encouraged to talk with second-year students, attend Employer Recruiting Sessions and SIG internship events, and to connect with alumni and professionals via LinkedIn for informational interviews.

### **3. Important paperwork**

Once the **Internship Planning form** has been submitted in EvansJobs, students will be able to submit the remaining internship documentation via EvansJobs.

Within two weeks of starting an internship, students must submit an **Internship Contract Form**, which designates a supervisor, describes the scope of work, outlines professional goals and learning objectives, and states clear expectations. Students must discuss this contract with their supervisor before starting the internship. This form can be completed by clicking "Add New" under "Internship Requirement" in EvansJobs.

*\*Please note: this form will not be available to you until you have completed the Internship Planning Form mentioned above.*

Within two weeks of completing an internship, students must complete a **Student Self-Evaluation Form**, and their designated supervisor must submit the **Supervisor Evaluation Form**. Both forms are submitted online through EvansJobs and your supervisor will be prompted with an email to complete the Supervisor Evaluation Form at the end of your internship. **It is the student's responsibility to ensure prompt submission of BOTH evaluation forms.**

## **Making the Most of Your Internship**

### **1. Schedule a preliminary meeting with your supervisor(s)**

This may sound obvious, but meeting with your supervisor(s) in the first few days on the job is critical to getting started on the right foot. If your supervisor doesn't set up a time to talk about your projects and goals early on, ask for a meeting. Consider clarifying both your expectations and the supervisor's expectations regarding types of assignments you will handle, work schedule, training opportunities, and supervisory preferences, etc. Discussing these items **before** you start your internship can help avoid miscommunication and disappointments down the road.

### **2. Take the initiative**

Be pro-active in making the most of your internship. Your professional development and internship outcomes are ultimately your own responsibility. If things are not working out as you anticipated regarding the level of skill required for your projects, take the initiative and ask your supervisor about taking on different or additional responsibilities which are of more interest. Many employers may not be familiar with the skills and abilities you bring to the table. Offering to take on additional projects can be a win-win for both you and the employer!

### 3. Network

Some internships rotate you among departments and supervisors, but if yours doesn't, don't let that stop you from meeting people outside your department, attending social events, and networking within the organization. Talk with your supervisor about individuals in the organization (or related organizations) who might make sense for you to meet. This could include staff who can give you a broader understanding of the organization's mission, recent hires who can talk about the nature of their work and share with you tips about their job search process and classes they now wished they'd taken, etc. Maintain a contact list with names, titles, phone numbers and email addresses you can refer to in the future. These contacts will become key connections for your full-time job search upon graduation.

### 4. Conduct Informational Interviews

Take advantage of your proximity to employers of interest and conduct informational interviews. Informational interviews are formal meetings (in-person or via phone) arranged by a student in order to connect with someone working in a specific field or at an organization of interest to you as a way of learning more about his/her career pathway and asking for advice. Conducting these throughout grad school is a great way to experience different workplace settings, sectors, and policy areas as well as make contacts with professionals in your field. Download the "Guide to Informational Interviewing" in EvansJobs for tips!

### 5. Update Your Resume

Capitalize on the opportunity to get the employer's perspective on your updated resume before you begin your full-time job search. Your supervisor and colleagues can offer the "hiring manager's perspective" on your resume. Ask if you're highlighting your summer experience in an effective way and if your resume reflects what your employer would see as the skills and strengths most important to their organization.

## Frequently Asked Questions

### 1. *May I use an internship completed prior to enrollment at Evans School to fulfill the requirement?*

If the internship is conducted the summer immediately before a student begins coursework at the Evans School and meets the requirements outlined above, the internship may be counted towards the 400-hour requirement. **Internships of this nature still must be documented with Career Development by submitting the Internship Planning form and Agency/Student Contract form in EvansJobs.** Within two weeks of completing the internship, incoming students must submit an **Internship Evaluation form**, and ensure their supervisor submits the **Internship Supervisor Evaluation form**. Internships started/completed prior to the summer before a student begins coursework at the Evans School cannot count toward the 400-hour requirement.

Career Development strongly recommends students complete internships after entering the Evans School so they can fully utilize and practice classroom concepts in real-world settings.

## ***2. May I use my current job to fulfill the internship requirement?***

If the position meets the following criteria:

- Requires substantive analytical and/or managerial knowledge to solve problems at the level of policy or program development, implementation, and/or evaluation.
- Is directly related to the student's professional goals and provides the opportunity for expanding his/her professional network.

If it is an administrative job, students are encouraged to talk with their supervisor about taking on a "graduate internship project" in addition to current responsibilities. Also, it should be noted that some students who choose this option in the past have expressed regret around not pursuing an internship that better aligns with their long-term career goals; these students also note difficulty in making career transitions after graduation since they have little professional experience relevant to the career field they are pursuing. Students in this situation should work closely with Career Development to determine next steps.

## ***3. Can my RA/GA/TA positions fulfill the internship requirement?***

Occasionally students ask if an RA/TA/GA position can fulfill the 400-hour internship requirement. This may be done on a limited case-by-case basis, but the specific situation must be approved by Career Development at least two-weeks before the start date of the position. A student should meet with their career advisor **before** starting the position to discuss whether or not it is appropriate. The position must require the student to use substantive analytical and/or managerial knowledge to solve problems at the level of policy development, implementation, or evaluation. The internship must also be directly related to the student's professional goals and provide the opportunity for expanding a professional network.

## ***4. Is there funding available for unpaid internships?***

If you are pursuing an unpaid/low-paid summer internship we offer several awards to help assist with costs. Please note that funding is not guaranteed. You can apply to more than one fellowship if it fits the description of your internship, however you are only eligible to receive one award. The fellowships are variable in amount. Information on summer 2017 awards will be available in winter quarter 2017.

## ***5. Upon entry I had already fulfilled the internship requirement, but I'm choosing to complete an internship anyway; do I need to complete the paperwork?***

If a student already met the requirement upon entry to the program, they do not have to complete any internship paperwork. However, Career Development appreciates it when students document their internship experience anyways, as it helps Career Development track where students have done their internships. Completing the forms also helps both the student and the organization get the most out of the internship experience by aligning expectations and ensuring the scope of work is manageable.