



CAREER DEVELOPMENT

EVANS SCHOOL INTERNSHIP REQUIREMENT

INTERNSHIP REQUIREMENT OVERVIEW

Evans School Master of Public Administration (MPA) students are required to complete and fully document a 400-hour internship. All entering students' Evans School applications will be evaluated by Career Development staff to determine whether or not they've already met the internship requirement with two or more years of recent and relevant professional experience. **Upon that determination, students will fit in one of the following two categories:**

Required to complete 400-hour internship

- Experience may take place within a public, nonprofit, or private organization
- May be fulfilled during the summer between their first and second years, or during the school year
- The 400-hours may be fulfilled through more than one position (not required to have "Intern" in title)
- May be either paid or unpaid
- Expected to be graduate-level work, requiring the use of substantive analytical and/or managerial knowledge to solve problems at the level of policy development, implementation, and/or evaluation.

Confirmed to have prior professional experience

- Experience must be **2 or more years**, recent and significant
- **Experiences are reviewed on a case-by-case basis and students will be notified of status prior to the start of their first quarter.** Career Development staff will determine if the experience required substantive analytical and/or managerial knowledge to solve problems at the level of policy or program development, implementation, and/or evaluation
- Students whose previous experience has fulfilled the requirement are still **welcome and encouraged to do an internship during their time in the program.**

STEPS TO DOCUMENT AN EVANS INTERNSHIP

1. Confirm status with Career Development

- **All students' prior professional experience will be evaluated by Career Development staff based on information provided in the student's application to the Evans School.** Students will be notified via email before the start of their first quarter at Evans as to whether or not they've already met the requirement. Those without two or more years of recent and relevant experience will need to fulfill the 400-hour requirement. *All are encouraged to pursue internships.*

2. Find an internship

- Students are responsible for obtaining their own internships. However, Career Development is here to offer guidance and support during the process. Students are encouraged to meet with a career advisor to discuss interests, strengths, potential opportunities, application materials, job search strategies, and practice interview preparation.
- Internship opportunities are regularly posted on EvansJobs, and may be accessed at <https://evansjobs-csm.symplicity.com/students/index.php>. Students are also encouraged to use external resources, websites, and networks to identify opportunities relevant to their personal interests and professional goals.
- Finding an internship can be easier when students expand their search from online only to include talking with second-year students and faculty/staff, attending employer visits and SIG internship events, and connecting with alumni and professionals in-person and via LinkedIn.

3. Important paperwork

Once a student secures an internship opportunity, they should submit internship documentation via EvansJobs. We request *all Evans students* to document their experience, regardless of status, in order to help us track where Evans students are engaged.

- **INTERNSHIP FORM (completed by all students):** Ideally, as soon as a student confirms their internship, or within two weeks of starting an internship at the latest, students must submit this form designating a supervisor and describing the

scope of work and its relation to the Evans School curriculum. Students are encouraged to discuss professional goals and learning objectives with their supervisor at the beginning of their internship. Complete this form by clicking "Add New" under "Internship Requirement" in EvansJobs.

- **STUDENT SELF-EVALUATION FORM** and **SUPERVISOR EVALUATION FORM (completed by students fulfilling the 400-hour graduation requirement)**: These should be completed within two weeks of finishing an internship. We request all students to complete the self-evaluation through EvansJobs. Supervisors of students whose internship was not required will not complete evaluations. However if the internship is required for graduation, your supervisor will be prompted with an email from Career Development at the end of your internship to complete their Evaluation Form. **It is the student's responsibility to ensure prompt submission of BOTH evaluation forms for graduation processing.**

International Students: After securing an internship offer and prior to beginning an internship, international students interning in the U.S. *must complete work authorization paperwork through International Student Services.* Learn more at iss.washington.edu.

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 Form, and subsequent paperwork in EvansJobs.** Within two weeks of completing the internship, students must submit a **Self Evaluation form**, and ensure their supervisor submits the **Internship Supervisor Evaluation form**. Internships started/completed earlier than 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 Evans classroom concepts in real-world settings.*

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

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 position must also be directly related to the student's professional goals and provide the opportunity for expanding a 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.

3. *Can my RA/GA/TA positions fulfill the 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, you may apply for funding from the Evans School. Please note that funding is limited and is not guaranteed. Information on Summer awards will be available in Winter quarter.

5. *Upon entry it was determined that my previous experience already fulfilled the internship requirement, but I'm choosing to complete an internship anyway; do I need to complete the paperwork?*

We request all students to complete the Internship Form at a minimum in order to help the Evans School track engagement and gather data around internships for future students. Completing the forms can also help the student develop learning goals and objectives, and maximize the experience by talking with their supervisor, aligning expectations, and ensuring the scope of work is manageable.