As a component of their professional graduate degree, Evans School Full-Time, Part-Time, and Global MPA students are required to complete a 400-hour professional experience (paid or unpaid) during their time in the program, or demonstrate that they bring at least 2 years of relevant full-time professional experience prior to entering the program.

This degree requirement must be fulfilled through one of the following options:

### 400-hours of professional experience completed during time in the program
- Experience may take place within a public, nonprofit, or private organization. May include graduate internships, research, working in part-time or full-time employment opportunities, consulting, or other as discussed with career staff.
- May be fulfilled at any time during MPA experience, including during summer or academic year. May be either paid or unpaid.
- 400-hours may be fulfilled through more than one position.
- 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, evaluation, and/or management.
- Experience is intended to be a learning experience supporting student growth and building qualifications toward career area of interest.
- Students must complete documentation toward the 400-hours via Evansjobs through submission of Experience Report, tracking their hours (up to 400), submitting a self-evaluation of those experiences, and having their supervisor complete an evaluation of work to the Evans School upon 400-hour completion.

### 2 years of full-time professional experience completed prior to entrance into MPA program
- Must be 2 or more years of full-time professional experience, recent and significant.
- Career Development staff evaluates all incoming student applications and will inform students of their official status just prior to or during their first quarter in the program.
- Students whose previous experience has fulfilled the requirement are still welcome and encouraged to work, intern, or volunteer during their time in the program. Career staff still advise and support students in exploration and pursuit of internship, research, employment, consulting, and/or other opportunities.
- Students must report professional experiences during their time as an Evans School student through completion of Experience Report in EvansJobs.

**International Students:** Most international students at the Evans School are admitted on a temporary student visa, which has specific work authorization criteria and paperwork. The Evans School recognizes the significant impact that U.S. based experience may make on post-graduate work opportunities in the U.S. for non-citizens and takes this into consideration when determining each students’ professional experience degree requirement. Students with questions about their individual professional experience requirement status are encouraged to speak with their career advisor.

In order for an international student to pursue internship or work experiences while in the U.S. as a student, they must obtain work authorization status in accordance with their visa. 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 or professional experience completed prior to enrollment at Evans School to fulfill the requirement?**

If the experience is conducted the summer immediately before a student begins coursework at the Evans School and meets the requirements outlined above, it may be counted towards the 400-hour requirement. **Experiences of this nature still must be documented with Career Development by submitting an Experience Report, and subsequent paperwork in EvansJobs.** Within two weeks of completing the experience, students must submit a Self Evaluation form, and ensure their supervisor submits the Supervisor Evaluation form. Experiences 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 professional experiences and/or 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 professional experience requirement?**

Most likely! The position should be reported in EvansJobs through the Experience Report form. To count toward completion of the 400-hour requirement, the position must require the student to use substantive analytical and/or managerial knowledge to solve problems related to public administration, and allow the student to practice the skills learned in the Evans School curriculum. The position should also be 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-level 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 experience 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 discuss the situation with Career Development.

3. **Can my RA/GA/TA positions fulfill the professional experience 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 it will allow them to practice the skills learned at the Evans School, build a professional network, and work toward career goals for post-Evans opportunities. If the position requires the student to use substantive analytical and/or managerial knowledge to solve problems at the level of policy development, implementation, or evaluation related to public administration, it will likely be allowed to count toward the 400-hour requirement.

All students pursuing this type of position should complete an Experience Report in EvansJobs.

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 to the Evans School it was determined that my previous experience already fulfilled the 400-hour requirement, but I’m choosing to complete a professional experience anyway; do I need to complete the paperwork?**

Yes, all students are required to report professional experiences during their time as an Evans School student by completing an Experience Report for each opportunity in EvansJobs. This helps the Evans School track engagement, gather data for NASPAA accreditation, and provide guidance and information to future students.

Career Development | evansjob@uw.edu | 206.221.7698 | Updated 01/2020