



## Developing Effective Internships

Do you have a project or hiring need that requires professional expertise? Consider hiring a graduate student intern from the Evans School! Our students generally have two to five years of work experience in addition to graduate training in areas as varied as policy analysis, planning, public management, budgeting and finance, program evaluation, and a variety of specific policy areas. Graduate interns are prepared to think strategically, analyze rigorously, and communicate clearly.

Our Master of Public Administration (MPA) degree requires students to complete professional internships in their areas of interest. **That means over 100 graduate students each year are seeking exceptional internships!** It's up to you to compete for this talent effectively by posting an interesting position. Here's the information you should include in an internship description:

- **Organization:** Tell about your organization and reference website. Give a context for the project they will do.
- **Project Description:** Describe the specific internship project you need completed. Give enough detail to help someone understand why you need this and how it contributes to the work of your organization. If you have a clear timeline for the project and an important deadline to meet, include that information as well. List the other things the intern will be expected to do or learn during the internship. Keep in mind that these are graduate students and the majority of tasks should be challenging work involving analysis and management concepts.
- **Qualifications:** Be specific about the qualifications you want in an intern. If you need someone fluent in Spanish or skilled at Microsoft Access, include it here. Also specify communication skills, verbal or written, and any other skills or knowledge the student will need in order to be successful. If he/she has to have a car, be able to work in the evening, have computer access, or any other special requirements, include that information.
- **Logistics & Compensation:** Include starting/ending dates (and if you are flexible on this), estimated hours per week (and if you are flexible around class schedules), compensation (hourly or stipend), and any other conditions of employment. Be clear about what you can pay. If you cannot afford a salary, some students may still

be interested if the project is rewarding enough; however, most graduate students seek paid internships. The typical salary range for Evans School interns is \$15-\$24 an hour. This is outstanding value for the quality of work they do. If you can't pay an intern, think of other compensation you could offer—a commuting stipend, low-cost housing, free lunches, free parking, etc. Students may also be interested in using your data for their professional master's degree project papers.

- **Application Instructions:** Give clear application instructions so students submit exactly what you want; this might include a resume, cover letter, writing sample, and reference list. Specify an email address or website for application submission. Give exact contact information, and let them know who they can call with questions.
- **Deadline & Timeline:** Note a specific deadline for applying (we recommend at least two weeks from your posting date during the school year and one month during breaks or over the summer). Also, specify your timeline for the hiring process—when you hope to interview and when you will make your final decision. If you are looking to hire a summer intern, students finish classes in mid-June and are actively seeking opportunities from January to April. Students seek internships all year long, so there is never a “bad time” to hire an intern!

If we can facilitate this process for you by scheduling on-campus employer recruiting sessions or interviews, please let us know. We hope you are able to recruit a strong pool of candidates from the Evans School and we look forward to working together.

**Please register and post opportunities directly to [EvansJobs](#) for free at any time.**

For more information, please contact Evans School Career Development at [evansjob@uw.edu](mailto:evansjob@uw.edu) or 206.616.1609.