

**Internship Contract**  
**Terms and Conditions of Graduate Internships in Public Administration**

The requirements of the graduate internship in the Master of Public Administration Program:

1. Students must complete a minimum of 320 hours in field. Those preparing for nursing home administration must complete 450 hours.
2. The student must complete the required hours in one academic year.
3. Internship field supervisors must have either a master's degree in management or a minimum of five years of experience as an administrator.
4. Students may not receive internship credit for normal duties performed in pre-existing employment. Kean MPA Program requires a written material from the agency describing the intern's duties and responsibilities. The intern's duties are expected to involve the application of knowledge and skills that students have acquired in their formal academic studies.
5. Internships may be paid or unpaid, but they must involve at least 320 hours (those preparing for Nursing Home Administration must complete 450 hours) of internship experience within one academic year in order to earn three academic credits. Academic credit is awarded on a letter grade basis. Credit for approved internships will be granted though course number PA 5960.
6. The coordinator of the intern's concentration will serve as his/her internship advisor.
7. It is not permissible for the intern to be carrying clerical duties during internship hours.
8. The student must keep a log of his/her daily activities noting the dates of attendance and hours served on each date. The log will be signed by the internship supervisor at the conclusion of the internship to verify the completion of the required hours.
9. The student must follow all agency personnel regulations including but not limited to hours of attendance, dress code, attendance of meetings and reporting requirements.
10. The student must complete a paper to be submitted at the conclusion of the internship. The paper has two parts. The first section of the paper will describe the internship assignment(s), activities carried out to complete the assignment(s) and the outcome(s) of the assignment(s). The second section of the paper

will analyze conceptually, using material from graduate courses, why the outcomes occurred and what could have been done to improve the actual outcomes.

11. The internship supervisor must complete a final evaluation of the student's performance using the Qualtrics link that will be sent at the conclusion of the internship.

12. The student's grade will be based upon the field supervisor's evaluation and the grade received for the internship paper.

I have read, understand and accept the foregoing terms and conditions.

Student \_\_\_\_\_

Field Supervisor \_\_\_\_\_

Faculty Advisor \_\_\_\_\_