

## MPA Internship and Approval Guide

### Purpose

For many MPA candidates, an internship can be a very important building block in the construction of a solid professional development foundation. Many students choose to complete an internship during the summer between the first and second years of study.

### SPP Internship Fund

The SPP Internship Fund provides modest contributions towards expenses incurred during unpaid or low-paid internships that meet fund eligibility guidelines. Students must commit to undergoing full internship approval and assessment process, including the submission of evaluation documents at the end of their internship (see below). Students are advised to carefully consider their individual career goals, personal financial resources, and potential constraints as they decide whether or not to pursue an internship and as they make eventual internship plans.

The full fund guidelines will be available before the end of the Fall term. In the meantime, MPA students should bear in mind that to qualify for approval and to be eligible to apply for a contribution from the internship fund, their internships should be a minimum of four and a maximum of 12 weeks, be full-time, and take place between Monday June 18, 2018 and Friday September 14, 2018. Funding will not be granted for internships that start before the end of the Spring term on Friday June 15, 2018. Students must complete their internships in time to be back at SPP for the start of the Fall term on Monday September 17, 2018. Students must submit all final required internship documentation within two weeks of completing the internship and no later than October 1, 2018. Additionally, internships must have a clear learning agenda and be clearly relevant to the practice of public policy. The host organization is expected to provide interns with a substantive, policy-relevant professional development experience.

### Administration and support for internships

CEU Careers assists students with their internship searches and provides support throughout the process, but the success of each internship search rests with the individual student.

As early as possible after completion of the required professional development course deliverables, including the one-on-one career counseling session, MPA students who are considering pursuing a summer internship should schedule an individual appointment with CEU Careers to set the stage for receiving the best possible support.

The internship approval and assessment process is managed by CEU Careers. The process is not complete until the office receives and approves the three forms listed below.

### Note:

Students wishing to undertake an internship or employment during the academic year must obtain written approval from the MPA Program Director (see pages 64 and 65 of the MPA Student Handbook 2017-2018).

### **Internship forms, reports, and deadlines**

Internship forms for the academic year 2017-2018 will be available on SPP's website.

#### **Internship Approval and Assignment Form**

—deadline for submission May 18, 2018

To apply for funding, internships must be approved in advance. CEU Careers manages the approval process. After students agree with a host organization on the terms of an internship, they work with their internship supervisor/mentor at the organization to complete the Internship Assignment and Approval Form. This involves reaching an agreement about internship start and end dates, working hours, and scope of work. Once completed, the form must be signed by a representative of the host organization and submitted to CEU Careers. A document from the organization containing Terms of Reference or other similar documentation must be attached to the form. CEU Careers reviews internship approval requests to ensure that the scope of work includes pertinent and applicable tasks and a clear learning agenda relevant to the practice of public policy and to the student's overall professional development goals. When the internship is formally approved, CEU Careers staff signs the form. Documentation regarding approved internships is kept on file by the office.

#### **Internship Report and Assessment Form**

—final deadline for submission October 1, 2018

Within two weeks of completing their internship and no later than October 1, 2018, students must submit the Internship Report and Assessment Form to CEU Careers.

#### **Intern Evaluation Form**

—final deadline for submission October 1, 2018

Within two weeks of completing their internship and no later than October 1, 2018, students must ensure that the supervisor/mentor at the internship host organization submits this form directly to CEU Careers.

### Summary of deadlines and forms

| <b>Form</b>                             | <b>Deadline</b> |
|---|-----------------|
| Internship Assignment and Approval Form | May 18, 2018    |
| Internship Report and Assessment Form   | October 1, 2018 |
| Intern Evaluation Form                  | October 1, 2018 |

### **Visa and medical insurance outside Hungary and/or home country**

Past MPA students have pursued internships in their home countries, their countries of residence, or internationally. When conducting internship-related research and preparing internship applications, students are advised to become familiar with immigration regulations that may affect whether or not they are able to do an internship in a specific country, and/or how long it may take to secure the necessary authorizations. The responsibility for identifying correct and relevant immigration information for specific countries and for making any and all necessary visa-related arrangements rests with individual students.

Students undertaking internships outside of Hungary or their home country are responsible for arranging and covering the costs of their visa and/or valid medical insurance. They are also responsible for ensuring that they have the insurance coverage (medical and otherwise) that the host organization may require.