

Summer Internship Requirements

After your first year of study at CPPA, you are required to complete a policy or administration internship. The responsibility for locating an internship is yours, though we have resources to assist your search. The Associate Director is available at any time to talk with you about your internship search, possible organizations to contact, and other issues that may arise. Some organizations visit campus in the fall to interview students and we will keep you apprised of this. We will post all the internships we receive at the Center.

- ◆ ***Length:*** Must be full-time work for a minimum of 10 weeks, or equivalent.
- ◆ ***Content:*** Must utilize some or all of the skills learned during the first year of study and be relevant to the student's interests or intended career path in the field of public policy and/or administration.
- ◆ ***Contract:*** Student must have employer complete and sign a Summer Internship Contract Form and return to CPPA prior to the beginning of the internship. This form is available from Kathy or Satu.
- ◆ ***Evaluation:*** Following the internship period, both the student and supervisor must complete the evaluation form provided to them by the Center, and return to CPPA.

When talking to prospective employers about the summer internship it is important to convey the program's requirements. Specifically, go to them with an idea of what you would be interested in doing, explain to them what other students have done in the past, or take them a sample of the contract. It is also helpful to highlight what you have learned in this program, especially the skills you have developed after your completed first year.

Suggested Internship Search Timeline

October-November THINK: Ask yourself the following questions:

- What policy areas are you interested in?
- In what geographic area(s) am I interested in working?
- In what policy sectors do I want to work? Do I want to work in the public, non-profit, or private sector?
- What did the second year students do last year? Does anything interest me about those internships? If so, what and why?

November-December DO RESEARCH

- Research potential organizations that match your interests.
- Find out if these organizations have a formal summer internship program.
- Begin a preliminary search for possibilities. Check the CPPA website for possible agencies and websites. Do not forget the bulletin board outside of Mainzer!
- Network: talk with fellow students, faculty and staff to help you find organization contacts and possibilities. The more people who know you are looking for something, the better!

December-January MAKE CONTACT

- Begin to contact individuals in these organizations for informational interviews, or merely to inquire whether the organization can take on a summer intern.
- If you are searching for an internship outside of the New England area, you may want to schedule informational interviews, or a visit, with prospective employers during break.
- If you plan to apply for a Fellowship, or have a Capstone Project idea, consider internships that might be helpful in these endeavors.

January-March APPLY

- Begin applying for existing summer internship openings.
- Continue to make contact with prospective employers. Send out resumes with cover letters that outline the CPPA program and your intentions for finding a summer internship.
- You should begin going on actual interviews for internships.

March-April OFFERS

- During this period you should begin to receive offers from employers.
- Do not get discouraged, continue to network, make contacts and send out resumes.

Late April-May FINALIZE

- You should have your summer internship placement finalized during this period

Late May-Early June BEGIN INTERNSHIP

- Remember the 10-week requirement and plan accordingly.