Internship Policy

Degree candidates in the Master of Public Administration (MPA), Master of International Development (MID) and Master of Public and International Affairs (MPIA) are required to complete an internship.

Pre-Internship Requirements:

☐ Complete at least 9 credits of coursework and be in good standing (no academic probation)
☐ Find and secure an internship that is relevant to your career and academic goals, and will provide at least 300 hours of work experience
☐ Submit all paperwork to be registered for the internship BEFORE starting (see chart below)
☐ Notify your career counselor that your internship application is complete. Once we review and approve the documentation, we will register you for PIA 2098

*applications can be submitted at any time BEFORE you start the internship

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<th>Student Type</th>
<th>Internship Location</th>
<th>Pre-Internship Requirements</th>
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Post-Internship Checklist:

☐ Complete at least 300 hours with your registered internship
☐ Complete the student evaluation of the internship on GSPIA Connections
☐ Be sure your supervisor has completed an evaluation of your performance on GSPIA Connections
I got an internship! Now what?
Great! Log in to GSPIA Connections, click on the Internship Application shortcut, and add a new application. Once you do this, we'll send your internship supervisor a brief form to complete the verification process. Refer to the chart on page one of this document to see if you need additional approvals. If so, we'll send you an email, and we'll let those offices know that you'll be contacting them. You can check the bottom your Internship Application weekly to see if your required approvals have been received. Once they are in, schedule your Internship Registration appointment so your career counselor can add PIA 2098 to your schedule. Note: You CANNOT register yourself, it must be done by Career Services.

What happens if I complete an internship without registering for it ahead of time?
If you complete an internship without getting approval, the internship WILL NOT count toward your GSPIA degree. It is imperative that you submit all necessary paperwork BEFORE you start an internship.

I found an internship but it's too late to register for the current term, what should I do?
You do not have to be registered for the internship in the same term in which you start it, unless you are an international student (please see page 3 for more information). Submit your internship paperwork whenever you have it ready, and we will register you for PIA 2098 in whatever term is currently open for registration.

Can I complete the internship over more than one term?
Yes! Just notify your career counselor once you know you will stay at your internship longer, and we'll give you an I (incomplete) grade until you’ve completed the internship. This will not negatively affect you in any way, unless you apply for graduation without resolving the incomplete grade first. A G (Unfinished Coursework) grade would be given due to extenuating personal circumstances such as a medical leave.

Can I travel to a country with a travel warning?
Yes, but you will need to visit the Study Abroad office as soon as you know you’ll be going. There will be additional paperwork involved for a country with a travel warning. If you’re not sure whether your destination is under a warning, visit http://travel.state.gov/content/passports/english/alertswarnings.html

Can I waive the internship?
Because of the high value employers place on internships, students are encouraged to participate in one or more internship experiences. However, if you have a minimum of three years relevant, full-time experience pertinent to your GSPIA field of study, you may petition to have the internship requirement waived. You must apply for the waiver during your first year at GSPIA (or before more than 24 credits have been completed if you are part-time). Waiver requests submitted after this time will not be considered.

Will my internship be graded?
Valid grades for PIA 2098 are S (Satisfactory) and U (Unsatisfactory). A student is eligible to earn a grade of S upon the completion of an approved 300 hour internship, providing you receive a positive evaluation from your internship supervisor and complete your own evaluation of the experience. A grade of U may be assigned if a student receives a poor Employer Evaluation or completes an unapproved internship.

I am a joint degree student, can I count my other program’s internship for GSPIA?
Yes, a student enrolled in a joint degree program may use the same internship, subject to the requirements and approval process of both schools, to complete the GSPIA internship requirement and the internship/externship requirement that exists in the partnering school. The internship must be relevant to your GSPIA degree and meet our 300 hour requirement. You’ll need to complete our internship application process as well.
International Student Internship FAQ

I found an internship! Now what?
The first thing you need to do is notify OIS and apply for CPT (Curricular Practical Training); failure to do so could jeopardize your visa status. International students are not permitted to begin working until the CPT request has been approved. Please see attached sheet for full details.

I want to get a lot of experience while I'm here – can I complete more than one internship?
Most of the time, no. GSPIA’s graduation requirement is the completion of one, 300-hour internship; therefore, that is what you are able to utilize CPT for. Therefore, it is advised that you choose your internship experience wisely, as authorization will not be granted for more than one.

The exception to this rule is for students who are completing a DC Semester (either fall or spring). Because that is considered a separate program, CPT authorization will be given to students who are completing an additional internship as part of one of the DC Semesters.

When am I able to register for an internship?
  CPT can only be granted after a student has been lawfully enrolled on a full-time basis for one academic year (i.e. two full consecutive terms).

Can I use an on-campus experience as my internship, and do I need CPT authorization for it?
Yes, you can use an on-campus experience for your internship. You do not need CPT authorization for on-campus activities; however, if you choose to use an on-campus position to fulfill your GSPIA requirement, you will not be authorized for CPT for any other activities. Since GSPIA requires only one internship, a CPT request would not be approved for an additional activity.

I am an International Student and I won't be paid for my internship. Do I still need approval from OIS before I complete it?
Yes. If you are earning credit for the internship, you need to apply for CPT authorization prior to the activity. If you wish to engage in other volunteer opportunities, you must speak with your Immigration Specialist before the activity begins.

I found an internship but it's too late to register for the current term, what should I do?
Credit earned to satisfy CPT requirements must appear on the transcript during the term that the internship takes place (e.g. summer internship requires summer enrollment). If you have secured an internship and it is past the add/drop period for the current term, please contact your career counselor as soon as possible. Remember, you are not permitted to begin an internship without CPT approval!

I am an international student returning home for my internship, do I still have to go to the Study Abroad office?
Yes, all students leaving the country for school related activities must notify the Study Abroad office.

Effective August 3, 2016