

**DEPARTMENT OF PUBLIC POLICY & ADMINISTRATION
MASTER OF PUBLIC ADMINISTRATION**

PAD 6946 Internship Course

MPA Internship Eligibility

- The student must be in good academic standing (minimum 3.0 overall GPA).
- Successful completion of eighteen credit hours of public administration coursework at FIU. All Band A courses (PAD 6053, PAD 6417 and PAD 6701) need to be completed in order to do the internship.
- The student must provide a written an internship proposal agreement describing the internship duties and responsibilities. The graduate internship **MUST** have a management or research component (cannot be a clerical position). This agreement needs to be reviewed by the Career Development Coordinator, approved by the internship agency/institution and Dr. Howard Frank - Internship Faculty Supervisor & Department Chair.
- Internships may be paid or unpaid and credit may not be awarded retroactively. Students may not apply for internship credit for work performed at some previous time.
- Students **MUST** complete 300 hours during the semester to receive credit for the internship course PAD 6946.

Internship Application Process

- Students are responsible for arranging their own internships. Students interested in an internship should first choose an agency in the public administration or nonprofit field. Discussing the various options with the Career Development Coordinator can facilitate this process. Please note that the application process for federal agencies may take a year or longer to complete.
- After selecting an agency, you should contact the agency directly to make sure that they are willing and interested in having you as an intern. Once you obtain an internship offer, please complete a written Internship Proposal Agreement. Upon departmental approval, you will be granted permission to enroll in the *PAD 6946 Internship Course* for academic credit.