

**Master of Public Administration**

**MPA INTERNSHIP WAIVER REQUEST FORM**

Please submit this completed form, accompanied by a **signed letter from your supervisor on the agency's letterhead**, to the MPA program coordinator. (\*Please note- when seeking internship credit for work with multiple agencies, a separate form and supervisor letter should be submitted for **EACH agency.**)

<b>Student name:</b>	<b>Red ID:</b>
<b>Student e-mail:</b>	<b>Student phone:</b>
<b>Agency name:</b>	<b>Position:</b>
<b>Dates of employment:</b>	<b>Number of hours worked per week (average):</b>
<b>Supervisor name:</b>	<b>Supervisor e-mail:</b>
<b>Supervisor address:</b>	<b>Supervisor phone:</b>

<b>JOB DUTIES RELEVANT TO YOUR DEGREE PROGRAM</b> (Students need not complete all rows, or may use additional sheets as needed)	<b>PERCENTAGE OF TIME</b> allocated to each duty (estimates are fine)

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<p><b>FOR OFFICE USE ONLY:</b>                  Number of units waived: _____ MPA Coordinator signature: _____</p>
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## INTERNSHIP REQUIREMENT AND INTERNSHIP WAIVER

The internship experience is a cornerstone of the graduate student experience in public administration. A public service internship is essential to a student's ability to practically apply classroom theory, and in many cases is critical to a student's successful job search after graduating with the MPA degree. The public service internship:

- 1) provides the student realistic exposure to an organizational-bureaucratic environment,
  - 2) develop the student's awareness of the internal dynamics of an organization and of the value and attitudes of public employees to both their clientele and their administrative-political superiors, and
  - 3) gives the student the opportunity to become aware of his/her obligations as a professional and to the public.
- (NASPAA)

All MPA students are required to register for and complete 12 units of PA 796, which includes a minimum of 480 hours of internship experience. **Students should begin planning their internship early in their degree program**, and should meet with Prof. Frosio to discuss their interests and what they hope to gain from a public service internship. Prof. Frosio can be found in PSFA 164, and can be reached at [pfrosio@mail.sdsu.edu](mailto:pfrosio@mail.sdsu.edu), or 619-594-5576.

Our accrediting body does give us some room to grant waivers of internship requirements on the basis of "significant professional experience." As such, students who have had considerable experience in the public sector, or who are currently in the public sector, may be permitted to waive the internship requirement by demonstrating equivalent experiential learning expected of an intern.

If you believe your past or current work experience may help you qualify for a full or partial internship waiver, you may **submit an Internship Waiver Request Form**, along with a letter from your supervisor on organization letterhead, to the MPA Coordinator Prof. Flanigan. Please be advised that waivers will be granted only when one's past experience demonstrates a clear leadership, management, and public service role.

Based on an evaluation of the Internship Waiver Request Form and accompanying documents, students may be required to complete:

<b>Units of PA 796:</b>	<b>Number of Internship Hours:</b>
0	0 hours
3	120 hours minimum
6	240 hours minimum
9	360 hours minimum
12	480 hours minimum