

Questions Students Frequently Ask Before & In Their Internship

1. What are the internship prerequisites?

- a. At least 17 credits completed in the program
- b. PAFF 510, 520, & 521 (or dual degree equivalent)
- c. At least a 3.0 GPA

2. What are the internship placement requirements?

- a. Must be a public or government organization (no private sector orgs)
- b. Students are expected to complete a mix of administrative responsibilities
 - i. These can include program evaluation, program development, policy analysis, grant writing, research, financial analysis, strategic planning, etc. (It doesn't have to be all of them, just some.)
- c. Must be able to provide at least 300 hours (this cannot be split between more than one organization)

3. What are the internship requirements during the course?

- a. 300 hours at one organization (15-20 hours in the fall/spring or 30-40 hours in the summer)
- b. Complete a Memorandum of Understanding and have it signed by the supervisor, the intern themselves, and the internship coordinator
- c. The supervisor completes a mid-semester assessment via phone or Zoom with the internship coordinator
- d. The supervisor completes a final evaluation (via Google form)
- e. Intern submits signed timesheet to Brightspace
- f. Intern completes and submits summary reflection memo to Brightspace

4. How do I register for the internship?

- a. The internship coordinator will reach out to students asking for B#s each semester to see who plans to register for the internship course for the upcoming semester. They will be added to Brightspace (this is not official registration in BUBrain)
- b. In Brightspace they will find the editable MOU template under "Documents." This must be completed by the intern and signed by themselves and their supervisor. Then they will submit it to Brightspace. This is their ticket to be officially registered in BUBrain for the internship.

5. When are internship documents due?

- a. MOU - due before starting their internship hours and before the add/drop deadline (any submitted after will have to complete a late add form and pay a \$20 late add fee)
- b. Midsemester Assessment - intern doesn't have to do anything for this, but will be completed by supervisor and internship coordinator halfway through the semester (4-6 weeks in)

- c. Final Evaluation - due to supervisors on the last day of classes
- d. Timesheet - due the last day of classes (end of internship)
- e. Summary Reflection Memo - due the last day of classes (end of internship)

6. Can I extend my internship beyond one semester?

- a. A student must be registered for their internship during the semester they begin their hours. They can extend their internship beyond that semester if they are not planning to take Reflective Practitioner in that next semester. (For example, if they begin their internship in the summer, they could extend their hours into the fall semester as long as they aren't registered for Reflective Practitioner in the fall.)
- b. Note: to extend their hours they would take an incomplete grade and a change of grade form would be submitted once they finish their hours, their supervisor completes their final evaluation, and they hand in their timesheet & reflection memo.