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How – and Why – to Hire La Follette School Interns

What is a La Follette School internship?

- Internships provide an opportunity for an employer to benefit from the skills of a highly trained La Follette School student, while the student gets the opportunity to apply skills and insights gained in academic course work.
- La Follette students have interned throughout Wisconsin and the United States, as well as overseas, at all levels of government, in non-profit agencies, and in the private sector.
- The hours and length of internships vary based on your needs and students' schedules. Most students are available to work full-time in the summer and part-time during the academic year.
- Although not required, with school approval, students may earn up to three graduate credits for their internship, using these minimum work hour guidelines:
 - 3 credits: minimum of 320 hours over at least 8 weeks
 - 2 credits: minimum of 240 hours over at least 6 weeks
 - 1 credit: minimum of 160 hours over at least 4 weeks

What can I expect from La Follette School interns?

La Follette students are graduate students who can hit the ground running. Through a rigorous curriculum spanning several disciplines and a professional development program that hones job readiness skills, students:

- Acquire academic knowledge and practical skills in statistical analysis, microeconomic policy analysis, public management, policy analysis, and performance management;
- Gain contextual knowledge in the American policy process or international governance;
- Build the writing and presentation skills that are critical to their careers; and
- Choose from La Follette School courses that include budgeting, advanced statistical methods, benefit-cost analysis, program evaluation, macroeconomic policy, and personnel administration.

How do I set up a La Follette School internship?

Setting up an internship is easy:

- 1) The employer drafts a position/project description (PD) and sends it to the La Follette Career Services Coordinator (Steve Kulig at skulig@lafollette.wisc.edu). The description should contain:
 - a. A description of the duties and skills required;
 - b. Information about the potential schedule; and
 - c. A description of the hiring process (what application materials should be sent to whom by when).
- 2) The PD will be circulated among students who apply based on their skills, interest and availability.
- 3) The employer does the hiring, and if it is a paid internship, the employer handles the administrative details of reimbursement.
- 4) If a student wishes to receive credit for an internship s/he is responsible for acquiring school approval and completing the necessary paperwork (there is one brief form describing the position that must be signed by a supervisor).

What are some examples of successful internships?

- To view profiles of recent La Follette School interns and where they worked, see: <http://www.lafollette.wisc.edu/career-development/internships/internships-held>

What are the next steps?

- If you are interested in offering an internship or in getting more information, please contact La Follette Career Services Coordinator Steve Kulig at skulig@lafollette.wisc.edu or at 608-262-8631.