



**ROBERT M. LA FOLLETTE**  
**SCHOOL OF PUBLIC AFFAIRS**  
University of Wisconsin-Madison

## 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 Associate Director (Hilary Shager, [hshager@lafollette.wisc.edu](mailto:hshager@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 Associate Director Hilary Shager at 608.263.2409 or [hshager@lafollette.wisc.edu](mailto:hshager@lafollette.wisc.edu).