



PA 327 Administrative Internship Agreement

The PA 327 Administrative Internship course is an academic option for policy certificate students at the La Follette School. This course allows students to apply their knowledge and skills to significant problems in the public, private, or nonprofit sectors, and provides students with opportunities to develop and enhance skills in areas of professional interest. The La Follette School expects interns' work to be policy-focused, challenging, and of significance and value to the internship organization.

STUDENT INFORMATION

Name: _____ Telephone: _____
Email: _____ Expected graduation date: _____
Major(s): _____ Certificate(s): _____

INTERNSHIP INFORMATION

Organization name: _____
Department: _____
Street address: _____
City: _____ State: _____
Country: _____ Postal Code: _____
Supervisor's name and title: _____
Email: _____ Telephone: _____

POLICY AREA (S) *Please check the policy area(s) that best reflect the nature of the internship.*

- | | |
|---|--|
| <input type="checkbox"/> Consulting | <input type="checkbox"/> Labor Policy |
| <input type="checkbox"/> Economic/Community Development | <input type="checkbox"/> Law |
| <input type="checkbox"/> Education | <input type="checkbox"/> Nonprofit/Public Management |
| <input type="checkbox"/> Environmental Policy | <input type="checkbox"/> Research |
| <input type="checkbox"/> Finance/Banking/Budgeting | <input type="checkbox"/> Social Welfare Policy |
| <input type="checkbox"/> Government Relations/Lobbying | <input type="checkbox"/> Tax Policy |
| <input type="checkbox"/> Health Policy | <input type="checkbox"/> Technology/Communication |
| <input type="checkbox"/> Housing Policy | <input type="checkbox"/> Trade/Commerce |
| <input type="checkbox"/> Human Rights | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> International Development | <input type="checkbox"/> Urban Policy |
| <input type="checkbox"/> International Policy/Foreign Affairs | <input type="checkbox"/> Other: _____ |
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Please complete the next sections with the employer. Attach additional sheets describing the nature and scope of the internship, if necessary.

INTERNSHIP DATES

From: _____ To: _____

Hours per week: _____

SPECIFIC PROJECTS AND INTERNSHIP RESPONSIBILITIES

COMPENSATION (*hourly rate, stipend, timeline of payment*)

WORKSPACE AND RESOURCES (*desk, cubicle, computer, etc.*)

SUPERVISION (*including mentoring and exposure to key people in the organization and policy field that the intern can expect as part of this internship*)

Supervisor Initials: _____ Date: _____

Student Initials: _____ Date: _____

LFS Coordinator: _____ Date: _____