

THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE  
Department of Political Science and Public Administration

PSPA 3600-400 or PSPA 361-400  
Internships in Public Administration  
3 Hours Credit

### INTERNSHIP PURPOSE

The purpose of PSPA internships is to provide opportunities for UNCP students to gain practical experience in public administration. Ideally, an internship should be one that strengthens an area(s) where the student is lacking in skills, knowledge and experience. Students who are already employed full or part-time in the public or non-profit sector (in-service) may be able to use that employment as part of the internship experience with some additional requirements. Additional requirements are at the discretion of the internship coordinator.

### PREPLANNING

Application for participation in a particular internship should be made the semester prior to the experience. You should talk with the internship coordinator at approximately mid-semester of the term prior to the one you want to do an internship. You will need to complete a short application before enrolling in either PSPA 360 or PSPA 361.

Students should note that prerequisites exist for internship enrollment. Specifically, either PSPA 100 or PSPA 101 must be successfully completed before participating in PSPA 360. PSPA 360 must successfully be completed prior to participating in PSPA 361. Successful completion is defined as a grade of "C" or higher.

### INTERNSHIP REQUIREMENTS: PSPA 360

In addition to internship duties the "intern" must complete 3 written assignments in order to earn credit for PSPA 360: "Introductory Internship in Public Administration." These assignments are (1) A Self-Assessment, (2) A Journal of Activities and Hours, and (3) A Reflection Paper.

1. Self Assessment - Based on a personal analysis of your experience, what areas do you want to work on and improve? Put these areas on paper. This self-assessment should be shared with the internship coordinator at midterm.

2. Journal of Activities and Hours- This may be handwritten or word processed. The journal should be submitted to the internship coordinator two weeks prior to the end of the semester.

**NOTE: PSPA 360 interns are required to document no less than 90 work hours for internship credit.**

3. Reflection Paper- An 8-10 page reflection divided into the following sections:

- A. Major areas of need/interest before the internship experience.
- B. Overview of major activities pursued during the internship related to areas above.
- C. Major learning that resulted from the internship.
- D. Ways to apply what you learned now or in the future.
- E. Gaps or further learning areas needed to meet A above.

The reflection paper should be submitted to the internship coordinator two weeks prior to the end of the semester.

### **INTERNSHIP REQUIREMENTS: PSPA 361**

In addition to internship duties the “intern” must complete 2 written assignments in order to earn credit for PSPA 361: “Advanced Internship in Public Administration.” These assignments are (1) A Self-Assessment, and (2) A Journal of Activities and Hours.

1. Self Assessment - Based on a personal analysis of your experience, what areas do you want to work on and improve? Put these areas on paper. This self-assessment should be shared with the internship coordinator at midterm.

2. Journal of Activities and Hours- This may be handwritten or word processed. The journal should be submitted to the internship coordinator two weeks prior to the end of the semester.

**NOTE: PSPA 361 interns are required to document no less than 120 work hours for internship credit.**

### **INTERNSHIP REQUIREMENTS: PSPA 360 and PSPA 361**

In addition to the above requirements all interns will be required to have an evaluation form signed by their supervisor. The form should be submitted to the internship coordinator two weeks prior to the end of the semester.

### **INTERNSHIP COORDINATOR INFORMATION [FALL 2008]**

Dr. William Albrecht  
Business Administration Building  
Room 244

#### **Office Hours**

By Appointment.

#### **Contact Information**

Voice: 521-6822

Fax: 521-6446

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#### **ADA Academic Access Statement**

Any student with a documented disability needing academic adjustments is requested to speak directly to Disability Support Services and the instructor, as early in the semester (preferably within the first week) as possible. All discussions will remain confidential. Please contact Disability Support Services, DF Lowry Building, Room 107, or call 910-521-6695 for an appointment.