

PMAPI Internship Course Checklist

To Do:	Task:
<input type="checkbox"/>	Register for the appropriate (graduate--PAUS 8941--or undergraduate--PAUS 4941) internship course. No special permission is required. <i>Remember that you cannot register for an internship for fall semester.</i> Make sure you specify 3 credit hours when you register. The computer system defaults to 5 hours. You will not receive 5 hours of credit without special permission. (Keeping the 5 hours just raises your bill!)
<input type="checkbox"/>	<p>Establish an account on the internship course home page. The home page gives you access to a wide array of useful information, communication tools, and internship forms and documents.</p> <p>To create an account on the AYSPS-DPMAPI-Internship course via uLearn:</p> <ol style="list-style-type: none"> 1. Go to http://ulearn.gsu.edu. 2. Click the "Course List" link (right hand side of the page under "Forgot Your Password?"). 3. Under "Group Name", click on "PROJECTS" 4. Click on "AYSPS" 5. Click the green triangle to the left of "AYSPS" 6. To the far right of "DPMAPI-Internship" click the Register icon under Options. 7. Enter your CampusID* and password. 8. Click Register. 9. You will now see "AYSPS-DPAUS-Internship" as a course title under your course list.
<input type="checkbox"/>	If you still need to find an internship, you should review the " Finding an Internship " page on the PMAPI Career Services website.
<input type="checkbox"/>	In the course homepage, please complete the Intern Data Sheet that will be available at the start of each semester. This survey is used to collect additional information about your internship. Please do not complete this form until you have found an internship.
<input type="checkbox"/>	<p>Meet with your employer and complete your program plan. [Acrobat version] [Word Version]. You may return this form to us in-person, by regular mail, by Email, or by fax (1-206-203-2056). If you mail your plan to Professor Streib or Professor Willoughby, be sure to use the following address:</p> <p>Andrew Young School of Policy Studies Georgia State University P.O. Box 3992 Atlanta, GA 30302-3992</p>
<input type="checkbox"/>	You are required to post a description of your internship on the class bulletin board (located on the internship home page).
<input type="checkbox"/>	You must also take notes on your internship in a personal journal. This does not need to be turned in, but it will help you to complete your final report.
<input type="checkbox"/>	We have an evaluation form the must be completed by your employer. It is your responsibility to make sure that this is completed. All forms must be back in our hands before the posted due date. A Word version of the evaluation is available on the internship home page. You may return this form to us in-person, by regular mail, by Email, and by fax (1-206-203-2056). For regular mail, make sure and use our full address, with the mail stop code.
<input type="checkbox"/>	You must turn in a 10 page report on your internship activities at the end of the semester. Guidelines for completing the final report are available on the home page. This paper can also be submitted electronically from the internship home page, or by using any of the methods used for other forms.
<input type="checkbox"/>	You are required to maintain a time sheet, documenting the number of hours that you have worked. This sheet must be signed by your supervisor and turned in once your internship has been completed. Please use our form or a suitable substitute. Remember that undergraduates must complete 200 hours, and graduate students must complete 300 hours. Once you have met these requirements, please fax your internship to us, at: 1-206-203-2056.
<input type="checkbox"/>	You must also make a 5 to 10 minute presentation about your internship at the final internship class session. You will be asked to comment on what you liked best about your internship, how well it integrated with your academic program, and any unique problems or issues that you encountered. <i>Please do not prepare a PowerPoint slide show.</i>
<input type="checkbox"/>	Complete the on-line evaluation survey. This will be available on the class home page at the end of each semester.
<input type="checkbox"/>	Make sure all of your materials are submitted by the final deadline. The due date will be posted on the course homepage.

It is your responsibility to check the internship bulletin board on a regular basis throughout your internship. You will certainly miss critical information if you do not do this.