

**INTERNSHIP**  
**PMP 4941 and PMP 8941**  
**Department of Public Management and Policy**  
**Georgia State University**

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**COURSE DESCRIPTION, GOALS, AND LEARNING OBJECTIVES**

Internships are what GSU calls a signature experience. These are a form of experiential learning, giving students the opportunity to explore, learn, and grow in a temporary setting. Internships should have these qualities:

- Opportunities to work in a responsible role, providing value added to the organization, and contributing in a substantive manner;
- Relevant to the career or academic interests of the student;
- Application of skills and knowledge gained through study or experience;
- Exposure to the opportunities and realities of a career option.

**COURSE REQUIREMENTS**

The requirements for Internship credit are outlined below:

1. Find and secure an internship
2. Register in either PMP 4941 (undergraduate) or PMP 8941 (graduate)
3. Work the appropriate number of hours at your internship (200 or 300 hours)
4. Complete the paperwork and submit it on iCollege:
  - Complete an internship program plan with your supervisor
  - Submit an internship description
  - Submit a time and activity sheet
  - Submit an intern evaluation by your supervisor
  - Write and submit a final reflection paper

*All materials are due in iCollege and must be approved not later than one week before the final day of class in the semester graduation confirmation is desired.*

All materials must be submitted through iCollege.

**1. Find and secure an internship**

It is recommended that you find and secure your internship before registering for the course. Students learn about internships from other students, as a function of their personal interests, or through message boards such as Handshake run by the AYSPS Office of Career Services.

It is worth making an appointment with a counselor in Career Services if you are unsure about an internship opportunity. Internships do not need department approval, but they should be relevant to one's course of study. If you have questions about a potential internship please speak with the coordinator.

## **2. Register for the class**

You must register and pay for the course to receive academic credit for PMAP 4941 or PMAP 8941. You will not get credit for a completed internship until your name appears on a grade roll. If you don't complete your hours requirement during a semester, you will be given an In Progress (IP) grade and may continue until you have completed the requirements. The iCollege site will remain open to you until completion of the course.

## **3. Work the appropriate number of hours at your internship (200 or 300 hours)**

Students need to work 200 hours as an undergraduate or 300 hours as a graduate student. In most cases this averages to about 10-20 hours per week for a 15 week semester, assuming one tries to complete the requirement in a single semester.

## **4. Complete the required paper work and submit on iCollege**

All deliverables are available on the PMAP Internship website, <https://aysps.gsu.edu/public-management-policy/pmap-internship-course/#about> or on the Internship iCollege site once you have registered.

- **Complete an internship program plan with your supervisor**

The Program Plan is basically a conversation with your supervisor going over your responsibilities and expectations in the internship. *This needs to be completed during the first 30 days of your internship.* It should include your internship position, responsibilities, your supervisor's name and contact information. You and your employer should complete and sign the program plan (an electronic signature is acceptable.)

- **Submit a description of your internship position and activities.**

A description of your position and activities should be submitted after you have begun working at your internship. *This needs to be completed during the first 30 days of your internship.* Your description should include the posted internship description and include several paragraphs about your activities on the job, an explanation of how your internship relates to your studies (major and coursework), and how it fits with your career goals.

- **Fill Out a Time and Activity Sheet.**

You are required to maintain an accurate time and activity report, documenting the number of hours and responsibilities that you have worked. Your supervisor must approve and sign this sheet. (An electronic signature is acceptable) There is a generic time sheet available on iCollege or on the PMAP website: <https://aysps.gsu.edu/public-management-policy/pmap-internship-course/#about>, but you may also submit a time sheet provided by your employer. Make sure your hours total to the required number (200 hrs for 4941; 300 hrs for 8941). Your supervisor's signature should be on the same page with your total hours.

- **Submit an intern evaluation by your supervisor**

You are required to submit an employer evaluation of your work. There is a generic time sheet available on the PMAP website: <https://aysps.gsu.edu/public-management-policy/pmap-internship-course/#about> and also on iCollege. Poor internship evaluations may be cause for denying credit in the course.

- **Write and Submit a Final Reflection Paper.**

A final reflection paper is required of all students. This is a summary paper of between 3-6 single spaced pages in length. The paper itself is a response to six questions regarding your internship experience and the relation to NASPAA competencies. It is meant to connect the dots of your experience in an out of the classroom, as well as provide feedback on the intern (you) and the internship.

*All materials are due in iCollege and must be approved not later than one week before the final day of class in the semester graduation confirmation is desired.*

All materials must be submitted through iCollege.

## **GRADING AND EVALUATION**

This is a pass/fail class (S or U). Each item will be assessed for accuracy and proper writing in order to pass. Poor quality deliverables will be allowed one revision. A poor intern evaluation from your sponsor and/or not showing up for work may be cause for failure.

1. Complete an internship program plan with your supervisor (first 30 days)
2. Submit an internship description (first 30 days)
3. Submit a time and activity sheet (at the end of internship)
4. Submit an intern evaluation by your supervisor (at the end of internship)
5. Write and submit a final reflection paper (at the end of internship)

*All materials are due in iCollege and must be approved one week before the final day of class in any given semester if graduation confirmation is desired.*

Students wanting a grade in order to graduate any given semester must submit materials with plenty of time to assure review and approval. meet the deadlines for submission. This provides the time to review submissions prior to graduation. It may not, however, allow time for revisions and re-submissions if there is a problem.

The internship program plan and internship description are due within 30 days after your internship begins. It is recommended doing your internship description after you have been on the job a couple of weeks. Write about what you are doing, not what you think you will be doing.

If you are continuing an internship into the next semester, remember that it is your responsibility to stay in touch with the internship coordinator and monitor the internship due dates. Students with an IP stretch their work over two (or more) semesters.

Get more info on our Frequently Asked Questions Page on iCollege and on the PMAP website: <https://aysps.gsu.edu/public-management-policy/pmap-internship-course/#about>

## **COURSE POLICIES AND PROCEDURES**

### **Academic Honesty**

Georgia State University guidelines on academic honesty will be enforced in this course. Academic dishonesty violations *minimally* result in a '0' on the assignment, and may result in class failure, transcript notation, or expulsion. Ask questions if you are unclear about what is appropriate. Students should be familiar with the GSU Policy on Academic Honesty posted online at <http://education.gsu.edu/files/2016/05/Plagiarism.pdf>, and <http://codeofconduct.gsu.edu/files/2013/03/2014-2015-Section-II-Academic-Conduct-Student-Code-of-Conduct.pdf>.

### **Accommodation and External issues**

Students that need an accommodation for a disability must register with the Office of Disability Services. This requires a signed Accommodation Plan issued by the Office of Disability Services. Students are responsible for providing a copy of that Plan to the instructor *early* in the semester.

The Embark Network at Georgia State University provides assistance to students experiencing homelessness or the foster care system. This network, run through the Dean of Students Office, connects these students to on and off campus resources for assistance with food insecurity, housing, and other services. More information can be found by calling the Dean of Students office at 404-413-1515 or going to the website: <http://deanofstudents.gsu.edu/student-assistance/embark/>.

### **Attendance Policy**

Instructors are required to inform the administration, under Georgia State policies, when a student stops attending class.

### **AYS Career Services & Student Life Office**

The Andrew Young School can help students with resume writing, interviewing, job searching, internship development, preparing for graduation school, and networking. To see what career panels, career fairs, and events are available this semester, please visit: <http://aysps.gsu.edu/career/calendar>. *The AYS Career Services & Alumni Relations office is located on the ground floor of the Andrew Young Building, in rooms G47-51.*

### **Communication with Coordinator**

Students are encouraged to make an office appointment if they have questions or concerns. Students can also email the instructor with questions at [jhacker@gsu.edu](mailto:jhacker@gsu.edu). Phone calls also work, please provide your name and telephone number clearly if leaving a voicemail (404-413-0139).

### **Internship Philosophy**

*Treat the internship like a job.* On a paying job, lateness, late assignments, bad attitudes, poor communication, and poor quality deliverables are all grounds for termination.

*The student is responsible for their own learning.* Students are responsible for investing the time and effort required for the internship. Demonstrate your commitment by prioritizing the time for this work.