

Master of Public Policy Program



School of Public Policy

## MPP INTERNSHIP PACKET

*Contact Information:*

**Director**  
**Public Policy Graduate Program**  
**School of Public Policy**  
**Oregon State University**  
**Bexell Hall 318**  
**Corvallis, OR 97331-6206**  
**Phone: (541) 737-2811**  
**Fax: (541) 737-2289**  
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**Homepage: <http://liberalarts.oregonstate.edu/spp/mpp>**

**Master of Public Policy Program**



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**CHECK LIST**

Prior to Registration:

- Meet with Committee Chair and MPP Director (if no Chair)
- Obtain and read MPP Internship Packet
- Obtain registration clearance from MPP Director & Committee Chair
- Register for MPP 510 credits [10 credits required]

First Week of Internship:

- Submit Intern/Sponsor Agreement to MPP Director
- Start Journal

Half-way through Internship:

- Submit Mid-term Student Evaluation
- Sponsor submits Mid-term Sponsor Evaluation

One week prior to your last Week:

- Sponsor submits Final Evaluation

Finals Week:

- Turn in Journal to MPP Director
- Turn in Students Final Self-Evaluation (gray form in packet)
- Turn in Students Evaluation of Internship (white form in packet)

Internship for more than one quarter or multiple internships:

Students doing an internship that extends beyond one quarter need to SUBMIT their JOURNAL at the end of EACH QUARTER worked. For more than one internship completed (e.g., 5 credits for 1 internship and 5 credits for yet another), separate journals must be submitted.



## INTERN SPONSOR REQUIREMENTS

The Master of Public Policy (MPP) internship is intended to help students bridge the gap between practical experience and formal education and to provide them with the opportunity to use skills they have acquired in the classroom. Interns should be looked upon as contributing staff members and given appropriate responsibilities and assignments in such areas as research, report writing, planning, administration, and public contact. Most interns serve for a minimum of 10 weeks, though some students may be able to serve a longer period.

These guidelines have been written to clarify the relationship among interns, sponsoring organizations, and the MPP Program at Oregon State University. Throughout the process, please feel free to contact the MPP Director concerning questions and problems.

In addition to daily supervision, internship sponsors have three specific tasks in relation to interns, to enable students to receive internship credit:

1. ***By the first week of internship***, decide with the intern what her/his responsibilities will be. Then complete the Intern/Sponsor Agreement. Keep a copy, give the intern a copy, and have the intern return the original to the OSU MPP office.
2. ***By no later than the sixth week of the internship (first term)***, complete the Mid-Term Evaluation, discuss it with the intern (see the last question on the form), and then sign it. ***Both*** forms should be returned to the MPP office at OSU.
3. ***By Monday of Final Exam week of the internship***, please fill out the Sponsor's Final Evaluation form. All your comments are **totally confidential**; the intern will not see them. Your written evaluation should address the following:
  - A. The intern's strengths in the internship (be as specific as possible).
  - B. Weaknesses, if any (as specifically as possible).
  - C. Any other comments you care to make about the intern, the internship, or how we can help you.

Many students want a letter of reference for future use. Because the Sponsor's Final evaluation form you send is confidential and **not** intended as a letter of reference, you may want to talk to the intern about your preferred method of handling a letter of reference, if you should choose to write one.

4. If the internship continues for more than one term, both the intern and the sponsor should complete Mid-Term Evaluation forms by Monday of Final Exam week. Then, in the final term of the internship, the intern and the sponsor complete their Final Evaluation forms and send them to the Intern Director by Monday of final exam week.



## WHAT IS REQUIRED OF INTERNS

For your information, in order to receive credit for internships, students must:

- A. Work three hours per week for each credit received.
- B. Submit Mid-Term and Final Self Evaluation forms, Daily Journal, and Internship Paper/Report/etc. (see below).
- C. Be graded by the MPP Director, based on the following: Sponsor's Mid-Term Evaluation and Final Evaluation, internship paper/report, daily journal, and ability to meet all requirements punctually (only Pass-Fail grading).

**Internship Paper:** (a) If the internship involves the development of a professional report, study or program evaluation that the intern's agency will use in the normal course of its business, the student must submit a copy of that report to the MPP Director at the conclusion of the internship.

**OR**

(b) If the internship does not have a significant written outcome, the student will be required to submit an internship paper at least 15 pages in length. The paper is to analyze some aspect of the internship experience in light of a theoretical or methodological issue to which the student was exposed in the classroom. The student must submit a copy of that report at the conclusion of the internship.

We want to express our appreciation for your participation in the MPP Internship Program and for the opportunity you are providing to broaden the educational experience of student interns.

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**INTERN/SPONSOR AGREEMENT**

Master of Public Policy Program



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INTERN/SPONSOR AGREEMENT

Send or bring the original of this form to the MPP Program, by the first week of the internship. The intern and the sponsor should each keep a copy also.

GENERAL INFORMATION

Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Email Address \_\_\_\_\_

Academic Major \_\_\_\_\_

Campus Address:

Address during Internship:

\_\_\_\_\_ Street

\_\_\_\_\_ Street

City State Zip

City State Zip

Telephone: ( ) \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

INTERNSHIP SPONSOR:

\_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

WORK SCHEDULE (Hours/Days):

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_  
Friday \_\_\_\_\_

This agreement is for: Fall 20 \_\_\_\_\_ Winter 20 \_\_\_\_\_ Spring 20 \_\_\_\_\_ Summer 20 \_\_\_\_\_

Inclusive dates of employment (if known):

\_\_\_\_\_

Credits to be awarded for internship: MPP 510 \_\_\_\_\_



Master of Public Policy Program



School of Public Policy

INTERN/SPONSOR STATEMENT

As an intern, I ( \_\_\_\_\_ ) agree to fulfill ALL requirements of my internship, as described on pages 1-3 of this packet.

\_\_\_\_\_  
*Signature of Intern*

\_\_\_\_\_  
*Date*

As sponsor of this intern, I approve his/her objectives and work activities, with the understanding that these may be revised by mutual agreement.

I agree: (1) to provide the Intern with learning opportunities through assignments that contain some independent responsibility and allow the intern to learn as well as contribute, and (2) to submit mid-term Evaluation on the form(s) provided and final evaluation of the intern's development and achievement as specified in the Internship/Sponsor Requirements handout.

\_\_\_\_\_  
*Signature of Sponsor*

\_\_\_\_\_  
*Date*



**Master of Public Policy Program**



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*Thank you for your cooperation. Please return this form directly to Graduate Director, Public Policy Graduate Program, School of Public Policy, Oregon State University, Bexell Hall 318, Corvallis, OR 97331-6206.*

**INTERN'S MID-TERM SELF-EVALUATION**



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## INTERN'S MID-TERM SELF-EVALUATION

This form is to be completed and returned no later than halfway through the internship (or Monday of Final Exam Week, if this is not the first term the student worked for you.)

\_\_\_\_\_  
*Intern's Name*

\_\_\_\_\_  
*Date of Evaluation*

\_\_\_\_\_  
*Sponsoring Agency*

\_\_\_\_\_  
*Sponsoring Supervisor*

The purpose of having you evaluate yourself is to encourage you to think about yourself and your work performance in a constructively critical and accepting frame of mind. It is suggested that you attempt to look at yourself from your supervisor's and the agency's point of view (if possible) and make frank, honest comments.

**A. ACCOMPLISHMENTS and/or IMPROVEMENTS:**

What progress have you made toward meeting your learning objectives?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. What are your greatest strengths in relation to the organization?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**C. WORK QUALITY: Evaluate the reliability, accuracy, and neatness of work produced.**

Very Good \_\_\_\_\_ Satisfactory \_\_\_\_\_ Improvement Needed \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Master of Public Policy Program



Oregon State  
University

School of Public Policy

**D. INITIATIVE:** Evaluate the combination of job interest, dedication, and willingness to extend your self to complete assigned tasks.

Very Good \_\_\_\_\_ Satisfactory \_\_\_\_\_ Improvement Needed \_\_\_\_\_

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**E. DEPENDABILITY:** Evaluate the degree to which you can be relied upon to persevere and carry to completion assigned tasks. Also evaluate your attendance and punctuality.

Very Good \_\_\_\_\_ Satisfactory \_\_\_\_\_ Improvement Needed \_\_\_\_\_

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**F. JUDGMENT:** Evaluate your ability to make well-reasoned, sound decisions which affect your work performance.

Very Good \_\_\_\_\_ Satisfactory \_\_\_\_\_ Improvement Needed \_\_\_\_\_

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**G. TEAMWORK:** Evaluate your working relationship established with fellow employees in the working environment.

Very Good \_\_\_\_\_ Satisfactory \_\_\_\_\_ Improvement Needed \_\_\_\_\_

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I. PERFORMANCE SUMMARY:

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J. How does your evaluation of yourself compare with that of your supervisor?

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*Signature of Intern*

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*Date*

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*Signature of Sponsor*

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*Date*

*Thank you for your cooperation. Please return this form directly to Graduate Director, School of Public Policy, Oregon State University, Bexell Hal 318I, Corvallis, OR 97331-6206.*

**Master of Public Policy Program**



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**SPONSOR'S MID-TERM EVALUATION**



## SPONSOR'S MID-TERM EVALUATION

This form is to be completed and returned no later than halfway through the internship (or Monday of Final Exam Week, if this is not the first term the student worked for you.)

\_\_\_\_\_  
*Intern's Name*

\_\_\_\_\_  
*Date of Evaluation*

\_\_\_\_\_  
*Sponsoring Agency*

\_\_\_\_\_  
*Sponsoring Supervisor*

The purpose of this evaluation is to help the intern learn from his/her experience. You can help the intern develop to his/her full potential by (1) communicating personally, honestly, and frankly on performance improvements you desire or believe to be necessary; (2) recognizing and commenting on exceptional performance; (3) listening to the intern's feelings about his/her performance; and (4) suggesting specific courses of action to help the intern improve in the needed areas.

**A. ACCOMPLISHMENTS and/or IMPROVEMENTS:**

What progress has the intern made toward meeting his/her learning objectives?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. What are the intern's greatest strengths in relation to the organization?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**C. WORK QUALITY: Evaluate the reliability, accuracy, and neatness of work produced.**

Very Good \_\_\_\_\_ Satisfactory \_\_\_\_\_ Improvement Needed \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Master of Public Policy Program



Oregon State  
University

School of Public Policy

**D. INITIATIVE:** Evaluate the combination of job interest, dedication, and willingness extended by the intern to complete his/her assigned tasks.

Very Good \_\_\_\_\_ Satisfactory \_\_\_\_\_ Improvement Needed \_\_\_\_\_

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**E. DEPENDABILITY:** Evaluate the degree to which the intern can be relied upon to persevere and carry to completion assigned tasks. Also evaluate his/her attendance and punctuality.

Very Good \_\_\_\_\_ Satisfactory \_\_\_\_\_ Improvement Needed \_\_\_\_\_

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**F. JUDGMENT:** Evaluate the intern's ability to make well-reasoned, sound decisions which affect his/her work performance.

Very Good \_\_\_\_\_ Satisfactory \_\_\_\_\_ Improvement Needed \_\_\_\_\_

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**G. TEAMWORK:** Evaluate the working relationship established by the intern with fellow employees in the working environment.

Very Good \_\_\_\_\_ Satisfactory \_\_\_\_\_ Improvement Needed \_\_\_\_\_

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Master of Public Policy Program



School of Public Policy

I. PERFORMANCE SUMMARY:

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J. DEVELOPMENT: What specific action can you suggest to help the intern improve his/her performance? What can the intern do? How can you, as supervisor, help?

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**Master of Public Policy Program**



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**INTERN'S FINAL SELF-EVALUATION**



School of Public Policy

## INTERN'S FINAL SELF-EVALUATION

This form is to be completed and returned no later than Monday of Finals Week.

\_\_\_\_\_  
*Intern's Name*

\_\_\_\_\_  
*Date of Evaluation*

\_\_\_\_\_  
*Sponsoring Agency*

\_\_\_\_\_  
*Sponsoring Supervisor*

The purpose of having you evaluate yourself is to encourage you to think about yourself and your work performance in a constructively critical and accepting frame of mind. It is suggested that you attempt to look at yourself from your supervisor's and the agency's point of view (if possible) and make frank, honest comments.

**A. ACCOMPLISHMENTS and/or IMPROVEMENTS:**

What progress have you made toward meeting your learning objectives?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. What are your greatest strengths in relation to the organization?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**C. WORK QUALITY: Evaluate the reliability, accuracy, and neatness of work produced.**

Very Good \_\_\_\_\_ Satisfactory \_\_\_\_\_ Improvement Needed \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Master of Public Policy Program



Oregon State  
University

School of Public Policy

**D. INITIATIVE:** Evaluate the combination of job interest, dedication, and willingness to extend your self to complete assigned tasks.

Very Good \_\_\_\_\_ Satisfactory \_\_\_\_\_ Improvement Needed \_\_\_\_\_

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**E. DEPENDABILITY:** Evaluate the degree to which you can be relied upon to persevere and carry to completion assigned tasks. Also evaluate your attendance and punctuality.

Very Good \_\_\_\_\_ Satisfactory \_\_\_\_\_ Improvement Needed \_\_\_\_\_

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**F. JUDGMENT:** Evaluate your ability to make well-reasoned, sound decisions, which affect your work performance.

Very Good \_\_\_\_\_ Satisfactory \_\_\_\_\_ Improvement Needed \_\_\_\_\_

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**G. TEAMWORK:** Evaluate your working relationship established with fellow employees in the working environment.

Very Good \_\_\_\_\_ Satisfactory \_\_\_\_\_ Improvement Needed \_\_\_\_\_

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Master of Public Policy Program



School of Public Policy

H. **MPP Student Learning Outcomes:** To what extent were the following outcomes accomplished during your internship? How important do you think each outcome will be to your job or career? (Circle one number for each).

*Are the following outcomes being accomplished during your graduate degree program?*

*How important is this outcome to your job or career?*

1. Not at all
2. Little
3. Somewhat
4. Much
5. A great deal

1. Not important at all
2. Limited importance
3. Somewhat important
4. Important
5. Very important

1 2 3 4 5

a. The ability to conduct original policy research that extends the knowledge of both policy and other social science disciplines. This will be demonstrated through mastery and application of critical thinking, and application of standard and innovative policy theory and methods in both coursework and an individual research project.

1 2 3 4 5

1 2 3 4 5

b. Substantive knowledge in an area of concentration that allows for immediate immersion in a relevant policy arena. This will be accomplished through coursework, independent study, and a professional practicum.

1 2 3 4 5

1 2 3 4 5

c. Experience in the practice of policy analysis, development, and implementation through an appropriate professional practicum. This will be demonstrated through the completion of a professional placement that includes a mentoring relationship with a current practitioner.

1 2 3 4 5

1 2 3 4 5

d. A commitment to diversity “because it enhances our education and provides tools to be culturally respectful, professionally competent, and civically responsible” (OSU Mission Statement). This will occur through participation and training in courses and seminars throughout the entire program.

1 2 3 4 5

Master of Public Policy Program



School of Public Policy

1 2 3 4 5

e. Skills and experience in designing and teaching in both formal and informal venues with students, practitioners, and community members. This will be demonstrated through university teaching assignments, development and implementation of community outreach/training programs and professional development seminars, and presentations at professional conferences.

1 2 3 4 5

1 2 3 4 5

f. High ethical standards in public policy research, teaching, and service. This will be accomplished through participation and training in research methods courses, professional development seminars, and core courses in public policy and administration.

1 2 3 4 5

1 2 3 4 5

g. The development of a public service ethic resulting in student understanding of the significance of working collectively, in collaboration with the public and prioritizing the desires of citizens, communities, and society at large. This outcome will be achieved through coursework and service learning projects that involve public partners in mutually beneficial, community-driven efforts.

1 2 3 4 5

I. PERFORMANCE SUMMARY:

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*Signature of Sponsor*

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*Date*

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*Signature of Intern*

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*Date*

*Thank you for your cooperation. Please return this form directly to Graduate Director, School of Public Policy, Oregon State University, Bexell Hall 318, Corvallis, OR 97331-6206.*

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**SPONSOR'S FINAL EVALUATION**



**SPONSOR'S FINAL EVALUATION**

**\*\*Confidential: For the Graduate Program Director Only\*\***

Intern Name: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Phone Number: \_\_\_\_\_

- A.** Please rate the following statements regarding the abilities and performance demonstrated during the internship. *(Circle one number for each, please leave blank if a statement is not applicable or you are unable to rate it)*

	<b>Very Unsatisfied</b>	<b>Unsatisfied</b>	<b>Neutral</b>	<b>Satisfied</b>	<b>Very Satisfied</b>
<b>a.</b> Relevant knowledge and skills for my organization	1	2	3	4	5
<b>b.</b> Initiative	1	2	3	4	5
<b>c.</b> Dependability	1	2	3	4	5
<b>d.</b> Teamwork effectiveness	1	2	3	4	5
<b>e.</b> Quality of work	1	2	3	4	5
<b>f.</b> Verbal communication	1	2	3	4	5
<b>g.</b> Written communication	1	2	3	4	5
<b>h.</b> Professionalism	1	2	3	4	5
<b>i.</b> Culturally respectful	1	2	3	4	5
<b>l.</b> Overall impression	1	2	3	4	5



Master of Public Policy Program



School of Public Policy

**B. MPP Student Learning Outcomes:** To what extent are the following outcomes being accomplished through the graduate degree program? How important is each outcome for your organization? (*Circle one number for each*).

*Were the following outcomes accomplished through the degree program?*

*How important is this outcome to your organization?*

1. Not at all
2. Little
3. Somewhat
4. Much
5. A great deal

1. Not important at all
2. Limited importance
3. Somewhat important
4. Important
5. Very important

1 2 3 4 5

a. The ability to conduct original policy research that extends the knowledge of both policy and other social science disciplines. This will be demonstrated through mastery and application of critical thinking, and application of standard and innovative policy theory and methods in both coursework and an individual research project.

1 2 3 4 5

1 2 3 4 5

b. Substantive knowledge in an area of concentration that allows for immediate immersion in a relevant policy arena. This will be accomplished through coursework, independent study, and a professional practicum.

1 2 3 4 5

1 2 3 4 5

c. Experience in the practice of policy analysis, development, and implementation through an appropriate professional practicum. This will be demonstrated through the completion of a professional placement that includes a mentoring relationship with a current practitioner.

1 2 3 4 5

1 2 3 4 5

d. A commitment to diversity “because it enhances our education and provides tools to be culturally respectful, professionally competent, and civically responsible” (OSU Mission Statement). This will occur through participation and training in courses and seminars throughout the entire program.

1 2 3 4 5

Master of Public Policy Program



School of Public Policy

1 2 3 4 5

e. Skills and experience in designing and teaching in both formal and informal venues with students, practitioners, and community members. This will be demonstrated through university teaching assignments, development and implementation of community outreach/training programs and professional development seminars, and presentations at professional conferences.

1 2 3 4 5

1 2 3 4 5

f. High ethical standards in public policy research, teaching, and service. This will be accomplished through participation and training in research methods courses, professional development seminars, and core courses in public policy and administration.

1 2 3 4 5

1 2 3 4 5

g. The development of a public service ethic resulting in student understanding of the significance of working collectively, in collaboration with the public and prioritizing the desires of citizens, communities, and society at large. This outcome will be achieved through coursework and service learning projects that involve public partners in mutually beneficial, community-driven efforts.

1 2 3 4 5

*Thank you for your cooperation. Please return this form directly to Graduate Director, Public Policy Graduate Program, School of Public Policy, Oregon State University, Hall 318, Corvallis, OR 97331-6206.*



**FINAL STUDENT EVALUATION OF INTERNSHIP**  
**\*\*Confidential: For the Graduate Program Director Only\*\***

- |           |  |            |           |             |
|-----------|--|------------|-----------|-------------|
| <b>A.</b> | Were you given responsibilities that enabled you to apply present knowledge and skills?                              | <b>YES</b> | <b>NO</b> | <b>N.A.</b> |
| <b>B.</b> | Did your supervisor work with you regularly?   | 1          | 2         | 3           |
| <b>C.</b> | Was she/he available to answer questions when necessary?   | 1          | 2         | 3           |
| <b>D.</b> | Did your supervisor give you feedback on your performance?   | 1          | 2         | 3           |
| <b>E.</b> | Did your supervisor aid you in resolving conflicts or help you find solutions to your problems with your internship? | 1          | 2         | 3           |
| <b>F.</b> | Would you recommend this internship to a fellow student?   | 1          | 2         | 3           |
| <b>G.</b> | Overall, how would you rate your internship experience?  |            |           |             |
|           | 1. Excellent   2. Very Good   3. Good   4. Fair   5. Poor  |            |           |             |
| <b>H.</b> | Additional comments?   |            |           |             |