

Internship Report

Master of Public Administration
University of Texas, Arlington

Name of student

Email address

Name of Agency or Firm

Address

Name of Immediate Supervisor & Title

Email and Phone Number

Length of Internship (date-date)

Hours per week worked

Name of MPA Director

Date Report was submitted

Note: *to receive credit the report must be submitted to the student's major professor before the last day of classes.*

CONTENTS OF REPORT

(You may vary your format; but these topics must be covered)

1. Summarize your internship

- a. Outline briefly the nature of your work assignments as an intern. How were these related to the current public administration issues faced by the area served by the agency?

2. Tasks

- a. Daily/weekly routine or flow of activities
- b. Major assignments and approximate duration of each
- c. Your contacts with the public/clients (if any)

3. Describe how the agency or firm was organized by division and sections, etc.

- a. Briefly describe the organization and responsibilities of the agency. Include the legal authority for the agency and a diagram showing the position of the agency in relation to the organizational structure of the governing body, if applicable.
- b. Draw or attach official flow chart if available
- c. Which division or section were you with?

4. Attitudes by staff

- a. Towards their own work, their supervisors and elected officials, and the public or clients.

5. Student self-evaluation

- a. What skills abilities or special knowledge have you developed as a result of this internship?
- b. What academic background did you find most valuable in completing the internship?
- c. What did you learn from the internship regarding additional course work which might be to your advantage as a professional in the field of planning?
- d. Was the internship consistent with your educational and professional career goals? How did the experience help you progress toward fulfilling these goals?
- e. What is your overall evaluation of the specific agency as an internship site for other MPA interns? (discuss specific strengths and weaknesses of the agency as an "on-the-job" training site.)
- f. Would you recommend another student to take an internship with this agency?

Attachments

6. Samples of work

- a. Reports, plans, surveys, technical memoranda, etc.

7. Journal

- a. Record biweekly activities and personal observations and reflection about internship professional development and other lessons and “take-aways.”

INTERNSHIP JOURNAL GUIDELINES

In preparation for *reflective practice*, which is one of the defining attributes of successful professional practice, the student intern enrolling in the Internship-for credit elective course is required to keep a weekly journal. Reflective practice is the ability to reflect on action for continuous learning. Rather than learning from lectures or in academic settings, practice-based professional learning is the means through which planners and other professionals gain insights from practical experience for personal professional development.

JOURNAL GUIDELINES

In this Internship journal, you will make entries once a week. You will reflect on and critique what you are doing at the internship and relate it to ideas learned in your courses. To “reflect on and critique” means to analyze and evaluate, not simply to summarize or describe. Critical reflection implies constructive criticism and reflection for improvement and personal growth. Again, the journal entries will be the conduit for reviewing what you did professionally as an intern and what you learned during the week in terms of personal competencies and skills, including people skills, gaps in knowledge, difficulties and successes, opportunities and challenges etc. Your entries should contain take-away lessons for the next week and coming weeks and for the future (if applicable). It should also lead you to plan the next steps or courses of action to achieve your goals, successfully complete the tasks assigned, or effectively enhance interpersonal communications.

Consider your internship journal the record of that personal conversation that allows you to assess both your professional and personal development during the internship. It can also be the record of observations and questions about practice that you may bring up in conversation with your internship supervisor. Think of your journal as the ‘proceedings’ of your internship experience, the place for musing over personal growth, professional development, professional relationships, and idea generation for your professional report.

SUGGESTIONS FOR REFLECTION¹: (The following points are only suggestive; your journal entries may skip or elaborate on any of these pointers and expand in any direction beyond the specific theme).

Before the Internship:

- What do I hope to gain from this internship?
- How strongly related is this internship with my interests or career goals in public administration?

During the Internship:

- What do I like most about my work? What do I like least?
- What is the organization’s culture like? What are the formal and informal power and social structures? How do people communicate and interact in friendship patterns, politics, demographics and value systems? What are the unwritten codes of dress and conduct? What do I like most/least about this culture?
- What projects/tasks have I completed that I am most proud of?
- Does this work match my values, interests, and skills?
- How do my experiences compared to my expectations?

¹ Several of these questions and the writing tips were borrowed from “your internship journal,” North Carolina State University, College of Agriculture and Life Sciences. ceres.cals.ncsu.edu/career/site/filelibrary/internship_journal.pdf

After your internship:

- How did my academic background help my work?
- How has this internship impacted my personal and professional goals?
- Would I want to do this internship again? Why or why not?

JOURNAL WRITING TIPS

- Set aside a regular time each day or week for journal writing, even if it is only for five minutes.
- Keep the journal at home or in a safe place! You will be recording personal observations about your workplace and experiences.
- The journal is also a great place to keep track of the names of contacts the intern makes during her/his internship. These may be helpful to have in the future!
- The more time spent on the journal, the more benefit derived at a later date.

JOURNAL REQUIREMENTS

- **The journal is due no later than the last day of classes of [whatever semester]. It should be submitted with the Internship Report**
- It should contain 15 entries, one page in length (400-500 words), typed.
- As stated above, entries should be evaluative, not simply descriptive.
- The Internship Report should be based on the journal and make references to the journal entries.
- In writing weekly entries, "it is extremely important not to plagiarize. Plagiarism is copying text from another source, such as course lectures, city documents or reports, etc., without quote marks, or attribution, and using it in your journal. If you use text from any city or government document, or any other source, please be sure to put quotation marks around text that you quote verbatim, and then cite your source. Even if you do not quote text verbatim, but if you borrow ideas from any city or government document, or any other published source, you must cite the source. Otherwise, it is considered plagiarism."²

² Text provided by Dr. Enid Arvidson, June, 2011.