



Dear Employer:

We appreciate your choice of one of our students for your internship position. Our internship program in the Department of Public Management and Policy serves 50 to 100 students a year. These students find positions with governments, non-profit organizations, foundations, and private companies—organizations of all types. Their work is greatly appreciated. At the end of this internship, you will be asked to fill out an evaluation. We frequently receive many positive comments from employers about their student interns and we value your feedback. Our students receive wonderful educations in the Andrew Young School, and, with your help, they are headed for great careers.

Our graduate interns must work 300 hours to receive three hours of academic credit, and undergraduates must work 200 hours. Often, interns choose to work more, and this is something you may wish to discuss with the student you hired. The paperwork we require of you is this program plan document and the evaluation form. We recommend that you complete the program plan with your student intern as close to the beginning of the internship as possible. This helps to make sure that you get started out on the right foot. This document can be completed by hand or on a computer. Students can access an Adobe Acrobat version of this form and a Word version. We ask for a signature, but you can type your name and phone number, if you chose, and Email this form back to us. The document can also be faxed to 1-206-203-2056. Of course, students can also chose to hand deliver a paper form to us.

Thanks again for providing this opportunity to one of our students. Our internship program has been extremely successful at satisfying both students and employers, and we appreciate your help. We encourage you to stay in touch with us and to let us know if you have any questions. We have provided some contact information below. Also, if you want to learn more about the academic requirements of our internship program, you will find most of what you need on this Web site: <http://www.gsu.edu/~padgds/Checklist.html>

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Department of Public Management and Policy
Andrew Young School of Policy Studies
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Program Plan

Semester, 20

Intern Name:

Internship Agency:

Intern Sponsor/Agency

Supervisor:

Job Title:

e-mail:

Agency Address:

Agency Telephone #:

Agency FAX:

Intern Extension, if Applicable:

Intern e-mail:

The Program Plan, developed by the Intern Sponsor and intern, should provide a sequential development of the intern's activities and knowledge throughout the semester. It is important that this plan include learning outcomes that should occur from activities. Activities include job tasks and responsibilities, work programs, research projects, and observations. Learning outcomes include knowledge, theories, and skills learned through performing activities.

Program Plan

I. Orientation Period	Overall goals: to obtain a general orientation to the organization and comprehensive working knowledge of the authority and scope of activity, funding sources, organizational structure, policy and decision-making mechanisms, and roles of executive and supervisory staff. To determine introductory level work activities, skills, responsibilities, and duties and to identify expected learning outcomes.
Activities:	
Learning Outcomes:	

Program Plan

II. Intermediate Period	Overall goals: to increase the scope and level of work activities requiring greater individual initiative on the part of the intern. To enhance intern's support to organization and development of working relationships with intern sponsor and others involved in day-to-day work activities.
Activities:	
Learning Outcomes:	

Program Plan

III. Closing Period	Overall goals: Begin to critically assess work products of intern. What kinds of performance standards apply? How can you tell if learning outcomes are being met? How will the intern be able to tell if she or he is increasing their job competencies? What kinds of competencies will be learned by the end of this internship? Are there any challenging assignments that will test the skill level of this intern?
Activities:	
Learning Outcomes:	

INTERN NAME

INTERN SUPERVISOR AND TELEPHONE NUMBER