

Internship Position Information Request

Thank you for considering a placement of a Marshall student as an intern in your organization. If you have any questions or concerns, please contact the MPA Director, Marybeth Beller, at beller@marshall.edu or 304.696.2763.

This form has 14 questions that will help us to select a student who can best meet the needs of your organization. Please answer the questions as thoroughly as possible.

Students seeking internships or practicums will be doing so as part of a requirement to earn a Master's of Public Administration at Marshall University. They understand that compensation shall come in the form of course credit and that your establishment is not required to provide monetary payment for work.

1. Name of Agency or Organization:

2. Please provide some background information including goals, values, the mission statement and recent developments of your organization:

3. Position description. Please be specific in describing necessary skills required of an intern, duties to be performed and projects the intern will be assigned to complete. If you have a prepared position description, please attach it to this form.

4. What dress code does your office observe?

5. Students of the Marshall University MPA program are required to complete a 270 hour internship or practicum at the end of their academic studies. Please select the interval that would best meet the needs of your organization:
- 40 hours per week for 7 weeks
 - 20 hours a week for 14 weeks
 - another option works best for us. Explain:
6. What type of schedule could an intern at your organization expect? (For example, M-F, 9:00 – 5:00).
7. Please note if you have a preference for Spring (Jan-May), Summer, or Fall (Aug-Dec) intern placements.
- Spring
 - Summer
 - Fall
 - We need this position filled using different intervals. Explain:
8. Will the intern mostly be working independently or under constant/direct supervision? Explain.
9. What specific skills should the intern gain during this internship?

10. Please describe your organization's process for hiring an intern:
11. If offered more than one position, why should the student choose to work at your organization over any other?
12. There is no obligation to hire the student after the internship or practicum is completed, but in general, is your organization open to hiring graduates who have completed an internship with you?
13. Please provide the name, title, and contact information of the person at your organization who will supervise the intern.
14. Will the intern supervisor be willing to meet with the MPA director at the beginning of the internship/practicum and to respond to bi-weekly emails regarding the performance of the student?

Thank you for completing this form. Please save it and email the file to:
beller@marshall.edu