

## **Master in Public Policy Internship Program**

Prof. Ariel Dinar, Graduate Advisor  
Department of Public Policy  
University of California, Riverside

Office: INTS 4122  
Tel: 951-827-3833  
Fax: 951-827-3933  
email: ariel.dinar@ucr.edu

### **Internship Purpose:**

The UCR School of Public Policy prepares students for careers in government, politics and public affairs within public, non-profit or private sectors. To insure UCR's Masters in Public Policy (MPP) students receive a balance of academic and practical exposure a policy internship is scheduled between the first and second year of the program. An internship with one of the School of Public Policy's 17 partner public agencies is preferred, but not required as other relevant policy-related institution(s) are acceptable.

The UCR School of Public Policy Master in Public Policy ten week, 200-250 hours, internship is applicable to all MPP students and any modifications, adjustment and or waivers must be approved in writing by the Graduate Advisor.

This is an apprentice-like placement where you as participant-observer collaborate closely with career professionals and then reflect on your experience. The core context of the internship is geared toward helping the student understand with depth and breadth policy development, implementation and impact analysis from both an theoretical and applied perspectives. Implicit with the internship is the expectation that each student will act responsibly and represent the University of California and the School of Public Policy appropriately.

### **Requirements:**

It is the responsibility of the student to identify and secure an appropriate internship. Students interested in interning with one of the School's preferred partner agencies should contact the Internship Coordinator no later than the fifth-week of Fall quarter. This will enable to Internship Coordinator to assist with securing an appropriate Agency contact for the student.

It is important that students who currently work and serve in government and/or public policy environment need to fulfill the internship requirement by identifying, studying and/or evaluating a public policy issue that is outside of his/her normal duties. The internship requirement is not intended to include day-to-day or daily routine work assignments.

***A. Internship Proposal:*** Students, by the second week of Winter quarter of their first year, shall be prepared to submit in writing a proposal, which outlines their internship

plan(s). Students will receive feedback from the Internship Coordinator on their proposal. The proposal, no longer than one page, shall be thoughtful and meaningful, which includes and outlines the following:

1. Description and Scope of Work – this will include the organization at which the internship will be completed, and a desired scope of work, which includes objective, justification and relevance towards academic and career plans;
  - a. Students shall also provide name(s), phone number(s) and email address(es) of a supervisor(s) under whom the internship will take place;
2. Alternative option – the student shall provide at least one alternative organization at which s/he wishes to intern in the event the primary organization is unable to provide an applicable internship;
3. Internship duration – the student’s internship experience shall require at least 20-25 hours of applicable policy related work per week for a ten-week period.

Internship Proposals have to be approved by the Graduate Advisor. No Internship can start without being approved.

***B. During-Internship Reporting Requirements:*** During the internship, students are required to meet with the Graduate Advisor and Career/Counselor Internship Coordinator at least once per month to insure that appropriate exposure to public policy development, implementation, evaluation/critique are met. It is the responsibility of the student to insure that meetings are scheduled and appropriate progress and exposure to policy is demonstrated.

***C. Detailed internship Report/Paper:*** At the completion of the internship, students shall provide a detailed report (8-10 pages), which includes applicable and appropriate scholarly and practical elements and also includes the following:

1. A brief detailed narrative explaining the specific policies s/he focused on and exposed to during the internship or applicable exposure to policy development, implementation and/or evaluation;
2. Analysis and/or critique of applicable policies exposed to and if relevant, use of qualitative and/or quantitative research methods exposed to and applied in relation to in MPP courses taken;
3. Personal recommendations based upon academic knowledge, observations and study for improving and enhancing the policy, addressing effectiveness, efficiency and equity.

The 8-10 page paper (typed, double-spaced) relates to your internship and possible capstone project. The student should draw on his/her professional, personal experiences as well as relevant scholarly readings. In essay format, your report should address also the following points:

- The history of the agency?

- The agency organizational structure?
- Agency's goals? Who does it serve and how?
- How is the agency funded?
- What is the student assessment of the agency: does it do its job well? With the additional knowledge of the agency, how would the student suggest to reform it to make it more effective?
- How does the policy focus that the student undertook fit within the agency's goals and objectives?
- Comment on the student personal experience: how has the experience affected the student's policy analysis understanding, integrating theory and application. Has the internship changed, challenged or confirmed any pre-existing notions the student had?

The detailed Internship Report/Paper is due by email to both the Graduate Advisor and the Career/Counselor Internship Coordinator no later than the end of the third week of the Fall quarter of the second year.

### **Evaluation:**

At the conclusion of the internship an evaluation of progress and performance will be provided to the student and sponsor organization's contact. The student evaluation is primarily intended to provide introspective feedback as well as an evaluation of the experiences and opportunities received while serving within the organization. The sponsor evaluation is intended to evaluate student engagement, participation and performance. The intent of both evaluations are to be constructive in nature and assist the student with academic, professional and personal growth and development and the organization with invaluable feedback to insure that adequate exposure to public policy development, implementation and/or evaluation are met.

The evaluation will be comprised of 3 components:

1. Quality of Internship Proposal
2. Fulfillment of the During-Internship Reporting Requirements
3. Quality of the Detailed internship Report/Paper

The evaluation metric will conclude by the following assessments: Very Good, Satisfactory, Not Satisfactory.

### **Communication:**

Students should feel free to email the Graduate Advisor or Internship Coordinator with any questions or concerns they may have at [ariel.dinar@ucr.edu](mailto:ariel.dinar@ucr.edu) or [brian.nakamura@ucr.edu](mailto:brian.nakamura@ucr.edu), respectively.