The Internship Waiver

In general, Master of Public Administration students are required to fulfill the internship requirement. However, some students have substantial professional administrative experience when they enter the program. For these students, an internship may not be necessary. For students with substantial public sector or nonprofit management experience, the internship requirement may be waived at time of admission. For other students who have experience but are not granted a waiver at time of admission, they may petition the MPA faculty for a waiver if they believe that their experience suffices to waive this requirement.

To waive the internship requirement, the student must submit a request for a formal waiver of the internship, which will include as a minimum: 1) a memorandum presenting a careful and thorough professional assessment and, 2) a detailed resume. Attachment A outlines the content requirements of the memo.

This request for a formal waiver is submitted to the internship coordinator, with the MPA Director and the internship coordinator acting as a faculty review committee deciding on the appropriateness of the waiver. In cases when the MPA Director is not available (summer months) and where a decision cannot wait for his or her return, the USPA chairperson will replace the MPA Director on this committee. In any case, a Department recommendation for a waiver is subject to the approval of the Department Chair. If the waiver is approved, the student will take a 3-credit elective to replace PADM 668.

The internship coordinator is available to discuss with students their internship waiver options and procedures for applying for the waiver. Students should also consider discussing their internship waiver plans with their academic advisor early in their academic program.
ATTACHMENT A
INTERNSHIP WAIVER MEMORANDUM

TO:
FROM:
CC:
DATE:
RE:

The memorandum for waiver should be addressed to the internship coordinator and should include, at a minimum, the following information:

An assessment of the student’s career development to date, including significant accomplishments and contributions. This should address both level of experience and length of time.

A description of current responsibilities, including the nature of day to day operations particularly as they relate to managerial functions.

A review of professional strengths as well as areas in which additional development is required or desired. This should include specific steps which were taken for the individual’s professional development and current plans for continuing development.

The identification of possible career paths or areas of interest along with an assessment of the skills and knowledge which will be required to achieve these paths.

Attach your resume to the memorandum.