School of Public Affairs and Administration (SPAA)
Center for Urban and Public Service
Rutgers, The State University of New Jersey
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BA Internship Guidelines & Questionnaire

Public and Nonprofit Administration: Service Learning I

Mission & Description:

The Bachelor of Arts degree at Rutgers School of Public Affairs and Administration (SPAA) is an interdisciplinary degree designed to enhance students' understanding of their roles as public servants as well as their responsibilities and ability to act as members of a community. The program provides students with substantive knowledge, skills, and perspectives needed to effectively and equitably respond to urban and social issues that affect our lives and communities. The purpose of the internship program is to afford students an opportunity to translate their academic training into practical application and gain an overall perspective and understanding of the public, government, and nonprofit sectors.

Eligibility:

- Taking Introduction to Public Administration (40:834:200) prior to completing Service Learning 1 is preferred, but not required
- Must be a currently matriculated student in SPAA (School 40)
- Completion of 24 credits in residence for FY students or 12 credits for transfer students
- Must be in good academic standing for the semester of registration (2.000 GPA or better)
- Students on F1/J1 status must check with the Office of International Student and Scholar Services (OISS) for eligibility criteria
- Internship duties reflect SPAA's mission

Instructions:

Students should submit all the following documents in ONE submission (emailed to the Assistant Dean for Undergraduate Programs) to receive a special permission number (SPN) to register:

1. Completed BA Service Learning 1 Questionnaire (aka this document) Parts 1-3 with signatures from internship site supervisor, where applicable. It is up to the student intern to obtain the required signatures.
2. Internship job description
3. Proof of Handshake profile (screenshot suffices)
4. Copy of their resume - Meet with a Career Development Center staff member for resume writing support
5. Internship Site Information Link – Click here to access. The form asks for contact information for your site supervisor, as well as basic information about the site.
6. Students on F1/J1 status *only* - must submit the CPT form, if required
7. Students pursuing internship at current employment site *only* – must submit their current job description and their internship job description, clearly showing separate and distinct responsibilities. Internal internships must be discussed and approved by the Assistant Dean before a questionnaire is executed.

Deadline Dates for Questionnaire Submission:

Students interested in completing internships must submit all required documents by the following dates:

Semester	Registration Deadline
Spring Semester (Complete internship from Jan. – May)	December 15th
Summer Session (Complete internship from May/June – August)	April 15th

Part 1 – Internship Information

Internship Start and End Date: **Start Date:** **End Date:**
Estimated Days/Work Hours for the Semester (*note intern needs to complete 150 hours total at the site*):
Organization Address (Street Address, City, State, Zip):
Supervisor Name:
Supervisor Title:

Part 2 – Student Service Learning Assignment

Course Registration: Students are responsible for registering for the 4-credit Service Learning 1 course by obtaining an SPN from the Assistant Dean for Undergraduate Programs after submitting all required documentation.

Service Learning 1 Course: Students are registered for a formal seminar course which includes assignments, class sessions, activities, and relevant deadlines. Please refer to the syllabus provided by the faculty member to remain in good standing. Deadlines for class assignments and final grades for the course are determined by the faculty member teaching the course.

Inappropriate Behavior: Should the supervisor contact SPAA about inappropriate behavior and/or termination from the internship site, students will receive a failing grade for Service Learning 1. Site supervisors should notify the Assistant Dean for Undergraduate Programs and the Service Learning 1 instructor as soon as any concerns arise.

Attendance during Internship: Students are expected to show up for their internship according to the signed questionnaire. Arriving late and departing early is disruptive to the organization and its staff. Attendance will be verified by the site supervisor through the midterm and final evaluation. The site supervisor may also wish to verify attendance on a weekly basis.

Professionalism: The School of Public Affairs and Administration is a professional school. We expect our students to represent the high standards expected of SPAA. Students will demonstrate honesty, punctuality, courtesy, cooperative attitudes, proper hygiene, grooming habits, appropriate dress attire and willingness to learn. Students should adhere to the policies, procedures, and dress code of the internship organization.

Personal Devices: Use of personal technological devices are limited to appropriate professional conduct as explained by the internship supervisor. A best practice is to place cell phone on vibrate to avoid disturbing staff members. In addition, internet use should be kept to professional activities and not used to email friends and/or visit social media pages.

Unforeseen Issues: Students who encounter any issues while interning with the organization should notify the site supervisor and work with the organization to address their concerns according to the organization's policy and procedure. If the issue cannot be resolved in this manner, notify the Assistant Dean for Undergraduate Programs and course instructor immediately.

Restrictions: Internships are expected to integrate academic and professional experiences. Therefore, academic credit will not be awarded retroactively for previous employment/internship experiences. *For example: Students cannot complete an internship during the summer and register for the seminar course during the fall semester.* Similarly, students will not receive internship credit for normal duties performed through a pre-existing employment. Internal internships performed with pre-existing employer must be separate and distinct from daily responsibilities. Internal internships must be discussed and approved by the Assistant Dean before a Questionnaire is executed.

Paid/Unpaid Internships: Students must understand that all internships (paid or unpaid) are educational learning experiences, and the intern is not entitled to a promise of employment at the completion of the structured learning experience.

Successful Completion: To receive full academic credit, students must complete 150 hours, receive midterm and final evaluations from supervisors, and maintain satisfactory academic progress in the seminar course. Additionally, the internship start and end date should align with the course start and end date. Please alert the Assistant Dean for Undergraduate

Programs if your internship will not start and end the same week as the course.

Internship Fit: It is the sole responsibility of the student to assess an internship opportunity to determine its fit with the student's interests and schedule. It also the student's responsibility to review the internship's applicability to Service Learning 1 criteria. However, it is at the discretion of SPAA to approve or deny any internship requests. Additionally, students cannot change internship sites once the questionnaire is signed unless they've received written permission from the course instructor and Assistant Dean for Undergraduate Programs.

Hold Harmless Agreement: For relationship(s) between Rutgers and the outside facility, hold harmless agreements must be reviewed by Rutgers. Students cannot sign the hold harmless agreement as they do not have the authority to sign such agreements. The hold harmless agreement will need to be signed by a designee (faculty or staff) from the department that is allowing the student to do the internship and representative of the organization offering the internship.
Hold harmless agreements should be reviewed if they are presented to a student. In that scenario, there are two options:
1. If the student is earning credit, a representative from Rutgers must review the agreement.
2. If the student is seeking an internship independently without credit, the student can sign this agreement directly.

I acknowledge that I have read and understand the requirements listed in this Questionnaire and agree to the standards and policies of the Service Learning Internship program in SPAA. All the information provided is accurate to the best of my knowledge.

Student Name (Print)	Student Signature	RUID	Date

Part 3 – Service Learning Internship Acknowledgements:

Internship Assessment: The quality of internships, both the degree of professional experience gained by students and the quality of work they perform, will be assessed at the mid-point and end of each semester. Interns will complete evaluation forms that document their experience as part of the course, and internship supervisors will complete forms to evaluate the intern's performance.

These forms serve several purposes. First, supervisor ratings of interns are considered in the assignment of a grade. Second, intern ratings will guide decisions whether to approve future internship applications with the sponsoring organization. Third, the Assistant Dean for Undergraduate Programs will utilize the forms to conduct mid-semester site visits and/or inquiries with the supervisor about the intern's performance.

Internship Compliance: Employer Compliance with anti-discrimination and workplace safety statues by Internship Sponsor Site:

In accepting students for internships,_____understands that School of Public Affairs and Administration (SPAA) at Rutgers University –Newark expects that internship sites will fully comply with applicable federal, state, and local laws relating to workplace safety and to discrimination in the workplace.

_____ is committed to equal employment opportunity, affirmative action, and nondiscrimination on the basis of race, color, national origin, gender, and marital status, age, disability, and veteran status. This commitment includes equal opportunity and non-discrimination on the basis of sexual orientation and compliance with the American Disabilities Act, which prohibits discrimination on the basis of disability in the workplace.

Site Supervisor Qualifications & Internship Expectations

The site supervisor should be a trained employee within the organization with an educational and/or professional background who can provide:

- relevant knowledge within the field
- direct supervision
- orientation and training
- communication and guidance at regular intervals

- adequate and reasonable work to fulfill intern's 150 hours
- clearly defined expectations of the student intern, typically provided through a job description
- one midterm evaluation and one final evaluation, provided by SPAA to the supervisor

The internship should provide the following:

- Work that is relevant to the field and an extension of the classroom experience
- Work that is transferable to other employment settings
- Access to resources, facilities, and equipment that supports the learning objectives

Acknowledgement: Assignment is not considered valid unless signed by student and site supervisor.

This assignment does not entitle the intern to a job at the conclusion of the internship period.

Student Signature: _____

I agree to provide service during the specified hours to the organization/agency to the best of my ability. I agree to display the utmost professional behavior expected of a SPAA undergraduate student.

Supervisor Signature: _____

I agree to provide the student with an opportunity to gain knowledge and develop an understanding of a specific organization function. I agree to supervise activities and provide feedback for professional growth.