

Public Service 1900, Internship Seminar

Thank you for your interest in the internship seminar. Its purpose is to give you an introduction to public service, to provide you with some crucial introductory public service skills such as maintaining community relationships and grant writing, and to give you a chance to get into the community and make a difference through service. This introduction details your responsibilities through the process.

In the internship seminar you are responsible for securing and completing an internship experience. The internship must involve public service and can be self-designed (developing your own service project) or with an existing organization. The service may take place in the private or public sector, but you must be able to articulate the public good served.

It is your responsibility to secure an internship at least one month in advance of the semester during which you complete the seminar. You need not begin service until the semester begins, and you should serve a minimum of five hours per week throughout the term. You may also complete an internship before the seminar begins, but it must be approved beforehand if you plan to use it as part of the course. The instructor, Kevin Altomari, will work with you on securing an internship as needed, but the primary responsibility is yours. His email address is altomari@comcast.net. The internship agreement (below) must be completed and approved by the instructor as soon as you secure your internship. The position goals should refer to what the organization would like you to accomplish during your service there, while you must define your personal goals according to those areas you most wish to improve.

To Complete the Internship Seminar:

1. Secure an internship at least a month in advance.
2. Complete the internship agreement and send it to altomari@comcast.net.
3. Serve approximately 7 hours per week, with a minimum of 100 hours for the whole term.
4. Attend weekly class meetings and complete required coursework (see sample syllabus below).

Email [Kevin Altomari](mailto:Kevin.Altomari) with any questions.

Internship Agreement

 PUBSRV 1900

 Return Completed Form No Later
Than the Add/Drop Date

Please Print Clearly

Student's Name: _____ PSID Number: _____ Local Phone Number: _____ - _____ - _____

E-Mail: _____ Term: _____ Year: _____ Total Credits Earned (Including this term): _____

QPA: _____ Major: _____ Credits Earned in Major: _____

Personal Learning Goals: _____

How does this position relate to your career aspirations? _____

Description of Internship

Company/Organization Name: _____

Address: _____

Phone Number: _____ - _____ - _____ Fax: _____ - _____ - _____ E-Mail: _____

Dates of Internship: ____/____/____ Hours/Week: ____ Supervisor's Name & Title: _____

Intern's Responsibilities: _____

Role of the Supervisor (Including extent and frequency of supervision and evaluation): _____

Faculty Sponsor

Name of Faculty Sponsor: _____ Number of Credits for the Internship: _____ Term: _____

Please list the requirements for the academic component of this internship: _____

Required Signatures

I have read the foregoing description of the internship and hereby affirm my agreement to its terms.

Student: _____ Supervisor: _____

Faculty Sponsor: _____ Dean*: _____

*Dean's signature required under special circumstances; see internship website.