The Internship Program (PUAD 6893, Internship in Public Administration) is designed to provide students with an opportunity to integrate their academic studies with practical administrative experience. It is hoped that the program will allow participating students the opportunity to reflect on their public service career aspirations, and at the same time stimulate capable graduate students to seek careers in the public service. In particular, the Department believes that the internship program benefits both students and public agencies by allowing students meaningful participation in "real world" problem solving; by using fresh minds and new perspectives to address and solve agency problems; by exposing graduate students to potential permanent employment opportunities; by incorporating future leaders into the management and decision-making processes of government; and by bringing into public organizations individuals acquainted with recent theoretical developments in public administration.

Our Department's Internship Program has been an integral part of our Department over the past two decades. Currently, we have seen between 10-15 interns per year in public and voluntary agencies in the Bay Area. Many of our Department's successful alumni began or enhanced their careers through an internship. Many of our interns have gone on to highly successful professional careers in the public service, such as city managers, top level federal managers, and health care administrators. Several of our alumni are serving or served as city managers in California (Bill Zaner, Palo Alto; Karen Smith, Union City; David Berger, San Bruno; Michael Oliver, San Leandro; Hal Cronkite, Berkeley; Mike Garvey, San Carlos; August Caress, Scotts Valley; Jeff Grote, Piedmont; Rick Deming, Mendota; Paul Marangella, Mammoth Lakes; Ralph Rizzo, Hesperia; Ed Schilling, Campbell; and David Elbaum, Dana Point).

During the last few quarters, interns were placed in the following locations: Alameda County Public Health Department, Oakland; Los Medanos College, Pittsburg; Alameda County Superior Court, Fremont; BART Real Estate Department, Oakland; County of Alameda Probation Department, San Leandro; East Bay Perinatal Council, Oakland; Berkeley Free Clinic, Berkeley; California Public Utilities Commission, San Francisco; Social Security Administration, Walnut Creek; International Theological Center, Atlanta; American Indian Family Healing Center, Oakland; Nuestra Esperanza, Napa; Alameda County Social Services, Oakland; City of Concord; City of Palo Alto; Solano County Health and Social Services, Fairfield; Association of Bay Area Governments, Oakland; Richmond Housing Authority, Richmond; Contra Costa County Office of Education, Pleasant Hill.

If you are interested in completing an internship and need further information, you may contact the Graduate Coordinator or pick up a package of information and the forms you will need to complete at the PUAD Office.
Guidelines for Completing the PUAD 6893 Paper Requirement

The Public Administration Internship Program is designed to provide students with an opportunity to integrate their academic studies with practical administrative experience.

Effective Winter Quarter 2007, a student must complete 300 hours of internship in one quarter in order to earn 4 units of internship credit. We realize that this will be very difficult to complete for most of our students because they work full time. Therefore, we are offering the opportunity to earn up to 2 units of credit for the quarter by completing 150 hours of internship. An additional 2 units of credit could be earning the following quarter by enrolling and completing 150 more hours of internship.

Whereas internships vary from three to twelve months, averaging 20-30 hours per week, academic credit is earned on the basis of classroom assignments, which call for academic appraisal and analysis of internship work. The major requirement is a paper (8-10 pages) written by the student that reflects upon the internship as a learning experience (that is, an integrative paper on the educational experience of the Internship). Papers are to be turned into the Internship Coordinator during the last week of class of the quarter in which Internship is undertaken.

To assist in the process of preparing the required paper, we offer the following suggestions as a substantive outline:

1. Introduction
   - Brief description of the organization where the internship was completed, with an organizational chart locating the internship position
   - Discussion of major responsibilities

2. Relationship of Internship Experience to the MPA Program
   - (Draw on materials studied in the various MPA courses, including theories, issues raised, readings, and other related experiences to integrate internship experience with MPA Program).

Note: Writers should use relevant in-text references and citations to document sources consulted in preparing the required paper.

3. References/Bibliography
   - Appendix (if any)