

**THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
PUBLIC POLICY**

LEARNING CONTRACT FOR PLCY 293: PUBLIC POLICY INTERNSHIP

PLCY 293 Description and Requirements (for further detail refer to the PLCY 293 syllabus)

This course offers students an opportunity to reflect upon and enhance their internship experiences. With the completion of assignments in parallel with an external internship, public policy students receive a total of 3 hours of academic credit. The external internship must be designed to allow the student to do policy-relevant research, policy analysis, program evaluation, and/or policy advocacy under the supervision of a mentor at a nonprofit, nongovernmental, or governmental organization (students will *not* receive credit for any partisan or campaign-based internship, regardless of their duties). Please note that although PLCY 293 counts as an Experiential Education course in UNC's General Education Requirements, PLCY 293 does not count as a field elective toward the PLCY major or minor.

Requirements for the course are to:

- complete a minimum of 120 hours of work experience at your internship site, including 100 hours of non-clerical work (e.g., 8 hours/week for 15 weeks). **Note: failure to document 120 hours of work experience will result in a failing grade in the course.**
- develop and carry out a plan of work that will contribute to your academic and professional development
- complete a variety of written and oral reflections on your internship experience
- develop a portfolio of materials that reflects your achievements during your internship experience

This completed learning contract must be turned into UNC Public Policy no later than the first day of your internship or the last day of course registration for the term in which you intend to enroll in PLCY 293, whichever comes first.

STUDENT NAME: _____

PID: _____ PHONE: _____

EMAIL ADDRESS: _____

MAJOR: _____ DATE OF ANTICIPATED GRADUATION: _____

INTERNSHIP DATES: _____

INTERNSHIP AGENCY/SITE NAME & ADDRESS _____

INTERNSHIP SUPERVISOR NAME _____

TITLE _____

TELEPHONE _____ EMAIL _____

Attach to this signed learning contract:

- A proposed plan of work for the semester in which you:
 - List all Public Policy courses you have completed or are in the process of completing.
 - Briefly describe the organization/agency's mission and the work they conduct.
 - Note your work schedule and list the roles and responsibilities you will have as an intern.
 - Describe in detail what you expect to learn from your internship and what skills you hope to develop.
 - Identify and describe any areas of special interest or specific goals that you have for your internship experience.
 - What opportunities (personal, academic, and/or professional) does this offer you?
 - What work products will you complete, and what will you include in your Internship Portfolio?
- A letter from your internship supervisor, on letterhead and signed. The letter should:
 - State total number of internship hours to be completed by the student (Minimum 120 hours; e.g., 8 hours/week for 15 weeks)
 - Affirm that at least 100 hours will be devoted to non-clerical work (clerical work includes photocopying, data entry, etc.)
 - Outline the student's responsibilities as an intern
 - Include the statement "I have received a copy of [student's name] internship contract and the syllabus for PLCY 293. I agree to supervise this student's work as specified in the contract and syllabus, including providing professional mentorship and constructive feedback. At the end of the internship, I agree to provide a written evaluation of the student's performance."

Please return a signed copy of this contract and attachments to:

Student Services Manager
University of North Carolina- Chapel Hill
Public Policy
Abernethy Hall, CB#3435
Chapel Hill, NC 27599

By signing this learning contract, I agree to complete the requirements of PLCY 293 as specified in the course syllabus.

Student's Signature: _____ Date: _____

Approved by Instructor: _____ Date: _____

Approved by Director of Undergraduate Studies: _____ Date: _____