

**MPP Internship**  
***Internship Agreement and Evaluation Form***

All Masters in Public Policy (MPP) students are required to complete a policy internship of at least 384 hours before they graduate. This is the equivalent of 32 hours per week for 12 weeks. This experience must be primarily focused on policy-related tasks, including cross-sector projects or those that work at the intersection of policy and another sector, such as business, entrepreneurship, law, innovation, etc. Interns can be expected to conduct some administrative work as part of their policy-related assignments, but in order to be eligible for credit, the majority of time must be spent on substantive projects and those that involve policy, as opposed to direct service delivery, simple marketing and communications, etc. If you have questions about what projects, activities or tasks might be eligible, please contact the Director of MPP Internships, Professor Jess Anderson, [jca19@ad.unc.edu](mailto:jca19@ad.unc.edu).

Sponsor and intern must complete all sections in **BLUE** before starting an internship and submit to Professor Jess Anderson for approval at least 2 weeks before your internship is scheduled to begin. Students must get approval in advance in order for the internship to be eligible for course credit. After the internship is complete, sponsor must complete all sections in **RED** and resubmit to Professor Jess Anderson in order for students to get credit for their internship. **The intern is required to keep a log of the hours worked during the internship and the mentor must sign the log at the conclusion of the internship.**

**MPP INTERN**

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

**ORGANIZATION**

Name of Organization \_\_\_\_\_

Name of Mentor, Title/Position \_\_\_\_\_

Intern position/title \_\_\_\_\_

Address of Organization \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

Days working at Internship **M T W T F**

Hours per week \_\_\_\_\_

Total hours for internship  
(minimum 384 hours required) \_\_\_\_\_

Regular day/time for weekly mentor/mentee check in: \_\_\_\_\_

Stipend/pay rate (if applicable) \$ \_\_\_\_\_ Dates of internship: \_\_\_\_\_



**EVALUATION OF PERFORMANCE**

Please provide specific policy-related competencies, experiences or skills gained through the internship here.

Did the intern complete the general assignments listed in the agreement section? Please comment on how well the completed specific assignments.

Were specific duties completed at a satisfactory level? Comment on quality of work, analytical skills, ability to work independently, collaboration, ability to meet deadlines, professionalism, or other relevant points.

Policy-related writing assignments: Please assess the intern's completion and quality of writing assignments. What was the overall quality, relevance, depth of thought, clarity, structure, completeness, etc.?

Overall, please briefly comment on the student's strengths and areas for growth as a policy intern, as well as any other comments you may have.

**Mentor will submit this final completed form (both agreement and evaluation portions) along with a work time log within two weeks of completion of the internship to Professor Jess Anderson at [jca19@ad.unc.edu](mailto:jca19@ad.unc.edu)**

Intern Signature: \_\_\_\_\_  
Mentor Signature: \_\_\_\_\_  
MPP Director of Internships: \_\_\_\_\_

Date \_\_\_\_\_  
Date \_\_\_\_\_  
Date \_\_\_\_\_