



## MPP Internship Agreement and Evaluation Form

All UNC 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 **RED** 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 credit.** After the internship is complete, sponsor must complete all sections in **BLUE** 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.

**INTERN NAME**

**INTERN EMAIL**

**INTERN PHONE**

**NAME OF ORGANIZATION**

**INTERNSHIP SUPERVISOR NAME**

**INTERNSHIP SUPERVISOR'S POSITION**

**SUPERVISOR EMAIL**

**SUPERVISOR PHONE**

**INTERNSHIP POSITION TITLE**

**INTERNSHIP LOCATION**

**ORGANIZATION'S ADDRESS**

**IN PERSON, REMOTE, OR HYBRID?**

**FULL-TIME/PART-TIME?**

**NUMBER OF HOURS PER WEEK INTERN WILL WORK**

**TOTAL NUMBER OF HOURS FOR INTERNSHIP (NOTE: 384 HOURS TOTAL REQUIRED)**

**INTERNSHIP START DATE**

**INTERNSHIP END DATE**

**PAY RATE**

## STEP 1: INTERNSHIP AGREEMENT

### 1) General goals of the internship

### 2) Intern's specific duties

### 3) Writing assignments (some writing is required)

#### SUPERVISION

The work schedule is to be arranged by the intern and the supervisor/mentor. The mentor and the intern will take into consideration the organization's regular business hours and the interns' class assignments in determining the work schedule. 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. Students will submit the log along with the final evaluation. The mentor will confer on a regular basis with the intern to give directions and aid, and to review the status of the assignment(s). We ask that there is a weekly meeting between the mentor and mentee to check in and discuss work, project specifics, etc.

Intern Signature/Date

Supervisor Signature/Date

MPP Director of Internships Signature/Date

## STEP 2: EVALUATION OF INTERNSHIP PERFORMANCE

- 1) Please provide specific policy-related competencies, experiences or skills gained through the internship here. In what areas, skills or competencies did the intern show the most growth?
- 2) Did the intern complete the general assignments listed in the agreement section? Please comment on how well they completed specific assignments.
- 3) 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.
- 4) 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.?
- 5) 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 (with both the agreement and evaluation portions completed) within two weeks of completion of the internship to Professor Jess Anderson at [jca19@ad.unc.edu](mailto:jca19@ad.unc.edu). With the evaluation, supervisor should also submit a signed copy of the student's work log.

**Intern Signature/Date**

**Supervisor Signature/Date**

**MPP Director of Internships Signature/Date**