

Doha Institute for Graduate Studies

School of Public Administration and Development Economics

Internship Guidelines

2018-2019

Acknowledgement:

The DI acknowledges with gratitude the universities listed below; whose internship resources, guidelines and policies were usefully consulted by us in the process of formulating our own internship handbook: West Virginia University, Binghamton University, Columbia University, University of Memphis, University of Connecticut, University of Charleston, South Carolina, University of Virginia, California State University, New Mexico State University, Eastern Michigan University, DePaul University, Florida State University, among others.

Internship Guidelines

2018-2019

I. Introduction

This internship manual provides information regarding the MPA001 internship course in public service offered by the School of Public Administration and Development Economics at the Doha Institute for Graduate Studies for pre-service students. Students with significant work experience may be eligible for an internship waiver. Nonetheless, they can optionally register for this course if they desire to further develop their work experience in specific public service internship opportunities. This manual provides guidelines and takes into consideration diverse internship opportunities for participants in the Master of Public Administration, Master of Public Policy and Master of Development Economics. The internship activity is documented by using the DI online internship process.

II. Internship Learning Outcomes

The primary objective of the MPA001 internship course is to provide a learning opportunity for graduate students to develop career prospects by acquiring practical knowledge of work environment and administrative processes in public service institutions, nongovernmental organizations and international institutions.

The internship course learning outcomes are as follows:

1. Link concepts of public policies, public administration and development economics to public service real world issues;
2. Understand the general functioning of public service organizations, non-governmental and international organizations;
3. Acquire relevant knowledge of specific administrative processes;
4. Learn about work opportunities existing in the public service domain;
5. Develop the ability to work and perform under pressure and deal with various work environment constraints and challenges;
6. Build contacts and personal relationships that may offer career opportunities in the future.

III. Internship Requirements

- The MPA001 course is a **graduation requirement** for **pre-service** students with relevant work experience at the time of admission.
- Students with significant work experience in public service at the time of admission may be eligible for an internship waiver.
- In-service students may optionally register for this course if they desire to further develop their professional work experience in public service activities.
- The student with questions regarding her/his pre-service or in-service status should consult with the academic advisor and the internship program coordinator. The final decision on this matter will be made by the Program Head in consultation with the Dean.

- The student is expected to develop his/her own personal goals for the internship training program, in consultation with the Academic Advisor, Host Organization Supervisor and the Internship Coordinator (See Annex A).
- Pre-service students should work a minimum of 300 hours in the host organization.
- No prerequisites are required to enroll in the MPA001 Internship course.
- Pre-service students must enroll in the MPA001 Internship course after completing at least two semesters of course work.
- The internships work is normally scheduled to take place over a semester period, either during the summer and/or the fall semester following the first two semesters of course work.
- The student is assigned an internship period according to an internship plan based on the nature of his/her internship work and that meets the internship course learning outcomes requirements.
- The internship assigned may be extended to students to allow them to complete their internship workload within the maximum period allowed by the DI to extend their studies.
- To be eligible, students need to formally request a one-time extension to be approved jointly by their academic and host organization advisors after the approval of the Dean of student affairs (See ANNEX G).
- Once the student begins her/his internship, there is a shared internship management responsibility among the student, Academic Advisor, Internship Coordinator and Host Organization Supervisor.
- Students need to report in due time all problems and concerns regarding their internship work progress to their Academic Advisor and the Internship Coordinator.
- Students may request a one-time change of the host organization in consultation with their Academic Advisors and the Internship Coordinator.

- At the end of each semester, each Academic Advisor reports jointly with the internship coordinator to the Program Head on each student currently registered in the MPA001 Internship course.
- The student serves as an essential link between the Academic Advisor, Internship Coordinator and the Host Organization Supervisor and accordingly bears responsibility in helping to maintain lines of communication among the parties involved.
- The Academic Advisor, Host Organization Supervisor and Internship Coordinator determine the best method for tracking the hours the student internship work.
- The intern completes and submits online to the internship coordinator a weekly time log (See Annex B).
- The intern is responsible for regularly following up with his/her Academic Advisor and Host Organization Supervisor to validate the number of completed hours worked for the internship.
- The Host Organization Supervisor reports to the Academic Advisor and Internship Coordinator the total number of hours worked in the Supervisor's Evaluation form.
- The intern submits a midterm memo, maximum 500 words, that reflects internship work progress and achievement of the course learning outcome according to the form below (See Annex C).
- The intern submits to the Academic Advisor and Host Organization Supervisor a final reflection report, with about 1000 words, that reflects internship work completion according to the form below (See Annex D). The Academic Advisor comments and reports to the Head of Program.
- The intern should demonstrate the capacity to perform in work environment with cross-cultural diversity.

- Internships are generally offered without compensation.
- The intern should demonstrate the highest level of professionalism, which includes punctuality and compliance with work standards, policies and procedures of the host organization.
- Undertaking an internship involves trust between the intern and the host organization, ethical responsibility and protection of confidentiality of host organization information.
- The intern should comply with the Doha Institute ethics policy for research in all aspects of the internship experience.
- The student should demonstrate the highest conduct and represent the Doha Institute in the best possible manner.

IV. The Internship Process

- ✓ **Step 1.** Identify internship interests and communicate with the Academic Advisor and Internship Coordinator as early as possible.
- ✓ **Step 2.** Make an appointment with your Academic Advisor and the Internship Coordinator week 7 of the second semester of the first academic year, and in all cases prior to the beginning of your internship course work.
- ✓ **Step 3.** Work under the guidance of your Academic Advisor and the Internship Coordinator for any internship related matter.
- ✓ **Step 4.** Find the appropriate internship and refer to your Academic Advisor and the Internship Coordinator for possible internship placement opportunities.
- ✓ **Step 5.** Identify and propose to your Academic Advisor and the Internship Coordinator possible internship placement opportunities and then initiate contacts with potential host organizations.

- ✓ **Step 6.** Prepare an internship plan in consultation with your Academic Advisor and the Internship Coordinator.
- ✓ **Step 7.** Make sure that the internship assignment has a management or research component and is not a clerical position, in all cases, guidance of your Academic Advisor and Internship Coordinator may be helpful.
- ✓ **Step 8.** Prepare an internship proposal, about 500 words, (See ANNEX A):
 - The proposal is mandatory mid semester prior to the registration for the Internship MPA001 course, for this purpose you need to contact your Academic Advisor and the Internship Coordinator.
 - Internship-hours completed before your proposal has been approved and started cannot be considered as internship hours and thus will not count toward the 300-hours requirement.
 - Internship should begin once the proposal is approved by your Academic Advisor, Host Organization Supervisor and Internship Coordinator.
- ✓ **Step 9.** Submit your proposal, using the online internship process, to your Academic Advisor and the Internship Coordinator for approval.
- ✓ **Step 10.** Register, using the online internship process, for MPA001 Internship course.
- ✓ **Step 11.** Begin Internship.
- ✓ **Step 12.** Submit, using the online internship process, the Midterm Internship Memo after completing half of the internship hours load according to the sample memo with about 500 words reporting work progress and course learning outcomes achievement (See ANNEX C). Midterm memos are mandatory to count hours worked and they are due the week following the completion of 150 hours internship work.
- ✓ **Step 13.** Submit, using the online internship process, your Student Internship Reflection form, about 1000 words, (See ANNEX D). This form is due the last week of your internship work.

- ✓ **Step 14.** Submit online the Supervisor's Evaluation form (See ANNEX E). This document is due the last week of your internship.

ANNEX A
INTERNSHIP PROPOSAL AGREEMENT

A. Internship Host Organization:

Host Organization

Host Organization Supervisor:

Name:

Address:

Telephone Number:.....

E-mail Address.....

B. Student:

Name:

Program:

Telephone Number:

E-mail Address:

C. Assignment Nature:

In this section, the intern should provide a detailed description of the assigned tasks.

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D. Assignment Relevance and Objectives:

In this section, the student should provide an explanation of how the nature of the internship relates to the Internship Course Learning Outcomes as well as his/her personal, academic objectives for this internship.

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E. Time Schedule:

This assignment would begin approximately _____ and extend through approximately _____. The intern will work _____ hours per week during the duration of the placement.

F. Internship Mid-Term Memo /Student Internship Reflection & Supervisor Evaluation

According to the above time schedule, I will submit a mid-term memo by _____ and my Student Internship & Supervisor Evaluation by _____.

Intern's Signature and Date _____

Host Organization Supervisor's Signature and Date _____

Internship Coordinator's Signature and Date _____

Academic Advisor's Signature and Date _____

ANNEX B
INTERN'S WEEKLY LOG AND TIME SHEET

Student must submit this log to the internship coordinator on weekly basis in order to earn credit for these hours.

Intern Name: _____

Host Organization Supervisor Name: _____

Total Hours Worked: _____

Summarize your work activities for the week.

.....

Explain how you made the most of your internship: skills learned & used, responsibilities given, accomplishments, achievements.

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Include observations about the workplace environment that may influence your career choice.

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Sunday, _____ (date) From _____ to _____

Monday, _____ (date) From _____ to _____

Tuesday, _____ (date) From _____ to _____

Wednesday, _____ (date) From _____ to _____

Thursday, _____ (date) From _____ to _____

Host Organization Supervisor's Comments if Any:

I confirm the accuracy of this log: _____ Date: _____ (Supervisor's Signature)

ANNEX C
MIDTERM INTERNSHIP MEMO

Please list the number of internship work hours and tasks completed to-date, and any skills that you have learned up to the date of the memo with about **500 words** reporting internship work progress and course learning outcomes. Midterm Memos are mandatory. Midterm memos are due the Week following the completion of 150 hours internship work.

TO: MPA Internship Coordinator

FROM:

DATE:

RE: Midterm Internship Memo

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ANNEX D
STUDENT INTERNSHIP REFLECTION REPORT

Name:

Please answer the questions below about 1000 words reporting internship work activities and course learning outcomes achievements in. Be sure to address each question in a thoughtful and REFLECTIVE manner.

Enumerate the principal responsibilities and tasks that you performed. Describe the working conditions and general working environment.

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What problems did you encounter in the host organization?

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What did you learn from this experience?

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What was the role of your host organization supervisor and was it useful?

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If you take this internship again, what changes would you recommend?

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Student Signature:

ANNEX E
HOST ORGANIZATION SUPERVISOR'S EVALUATION

You are kindly invited to fill this form to evaluate the performance of the student's intern experience in your organization. The primary focus of your evaluation should be on the skills, knowledge, and abilities developed during the internship. It will be particularly helpful if the evaluation is submitted within one week after the student completes placement with your organization.

Intern's Name _____

Internship Coordinator _____

Host Organization Intern Supervisor _____

Host Organization Name and Address _____

Has the student(Student Name).....completed the 300-hour internship? Yes No

If no, how many hours has the student completed? _____

Please rate your student intern by circling the appropriate score.

5=Superior 4=Good 3=Average 2=Fair 1=Poor 0=N/A

Please make additional comments.

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_____ Signature of Host Organization Supervisor

Please return by mail or email, to:

Internship Coordinator

Doha Institute for Graduate Studies

School of Public Administration and Development Economics

P.O Box 200592 Zone 70, Al Tarfa Street, Al Daayen, Qatar

spadeinternship@dohainstitute.edu.qa

ANNEX F
INTERNSHIP SITE VISIT REPORT

Intern's Name -----

Program-----

Internship Coordinator -----

Academic Supervisor -----

Host Organization Name and Address -----

Visited by-----

Date of Visit-----

Visit Conducted:

- In person
- With the Intern and Supervisor
- With the Intern and Supervisor Separately
- Via Telephone
- Via Skype

Follow Up:

If issues and concerns are identified, please specify any required follow-up and the name of the person who will be responsible for the follow up.

Actions Taken:

Additional comments:

----- Signature of the Internship Site Visitor

ANNEX G
REQUEST FOR INTERNSHIP EXTENSION

Intern's Name -----
Program-----
Internship Coordinator -----
Academic Supervisor -----
Host Organization Name and Address -----

Please mention reasons for requesting extension of the Internship period:

Additional comments:

Signature of the Intern: -----

Decision (Need to be made in accordance with the remaining hours of internship work)

Signature of the Host Organization Supervisor: -----

Signature of the Internship Coordinator: -----

Signature of the Academic Advisor: -----

Signature of the Dean of Students Affairs: -----