

The University of Alabama at Birmingham
Department of Government

MPA Student Internship Initiation Form

Name _____

MPA Concentration _____

Name of Organization _____

Address _____

Address 2 _____

City _____ State _____

Contact Person _____

Contact Phone _____ Fax _____

Contact e-mail _____

Internship Start Date _____ Internship End Date _____

3 or 6 Credits hours? _____

Your commitment for this internship involves the following:

- (1) You agree to work (circle one) 10 or 20 hours per week at the above-listed organization. (10 hours for 3 internship credit hours, 20 for 6 internship credit hours).
- (2) You agree to keep a journal of you internship experience. The journal should contain, at a minimum:
 - A record of which projects you worked on each week and the approximate time spent on each project
 - A reflective element- How has your coursework prepared you for this? What do you like about what you are doing? What don't you like? What are you learning? In general, you should expect to have written about $\frac{3}{4}$ to a full page of journal for each week.

Student

Date

Faculty Internship Coordinator

Date