CALIFORNIA STATE UNIVERSITY, LOS ANGELES
POLITICAL SCIENCE DEPARTMENT

Master of Public Administration Program

INTERNSHIP WAIVER REQUEST FORM

Student Name:	CIN:
Student Email:	Student Phone:
Agency Name:	Position:
Dates of Employment:	Number of Hours Worked per Week (average):
Supervisor's Name:	Supervisor's Email:
Supervisor's Title:	Supervisor's Phone:

Duties Relevant to Your Degree Program (you don't need to fill each row; you can add extra sheets)	**Percentage of Time Spent in Each Duty** (estimates are fine)

MPA Student Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

FOR OFFICE USE ONLY:
Waived _____ Not Waived _____ MPA Graduate Advisor: _____

MPA PROGRAM INTERNSHIP REQUIREMENT AND INTERNSHIP WAIVER REQUEST

Background. The internship experience is an important part of the MPA graduate student experience in public administration. The internship allows students to see how theories learned in the classroom are translated into practice, and often provides students with a critical component for a successful job search after completing the degree. A public service internship is required by NASPAA in all accredited Masters in Public Administration programs, and the public service internship:

- provides the student realistic exposure to an organizational/bureaucratic environment;
- develops the student's awareness of the internal dynamics of an organization and of the values and attitudes of public employees to both their clientele and their administrative and political superiors; and
- gives the student the opportunity to become aware of his/her obligations as a professional and to the public.

All MPA students are required to complete an internship as a requirement of receiving a Master's degree. NASPAA does permit internships to be waived with "significant professional experience."

Instructions. If you believe that your current or previous public service experience qualifies for an internship waiver, you may submit (1) a completed internship waiver form along with (2) a letter from your supervisor on agency letterhead. Please note that your form and the letter need to demonstrate equivalent experiential learning to that expected of an intern (that is, clear leadership in administrative and/or managerial work, and a public service orientation). Both the completed form and the letter can be submitted to the MPA Graduate Coordinator, who will give them to the MPA Graduate Advisor.

Thanks to SDSU's MPA program!
07/2013