

SPEA Internship Instructions

Purpose

The SPEA Internship Program is designed to provide students with work experience that compliment their classroom preparation. The internship program is a valuable part of the academic experience because it gives students an opportunity to 1) apply classroom knowledge and skills, 2) gain valuable work experience in the student's academic program, and 3) identify alternative career opportunities, 4) contributes to grow professionally, and 5) make connections with professionals who might provide letters of recommendation or help with job searches.

Eligibility

Students are eligible for an internship if they meet the following requirements:

Undergraduate Students

1. are at least sophomores (26 or more hours)
2. have a cumulative GPA of 2.5 higher (for Criminal Justice students) or 2.3 or higher (for Public Affairs students)
3. have completed at least one semester at IUPUI
4. have been admitted to a SPEA program.

Graduate Students

1. have a cumulative GPA of 3.0 or more ,
2. have completed at least one semester at IUPUI, and
3. have been admitted to a SPEA program.

Requirements for Students

A. Identify an Internship Opportunity

The SPEA Internship is a self-directed program, in which eligible students are responsible for identifying internship opportunities. Students are expected to identify potential opportunities and work with their Faculty Mentor to ensure these opportunities are appropriate to the student's knowledge and skills and suitable for the student's goals. Internship opportunities can be found on www.iupuispeacareers.com. Follow the instructions to create a username and password.

B. Complete the Application Form

NOTE: Students are expected to complete the internship proposal form and have the internship approved by their faculty advisor prior to starting an internship.

1. Determine the number of internship credits you wish to earn and how many hours of internship experience are needed to earn the desired internship credits. One credit of internship requires 80 hours of experience. Multiply the number of credits desired by 80 hours to determine how many hours of experience are needed.
2. Fill out the “Student Information” section of the internship proposal form.
3. Take the form to your supervisor at the internship site and have the employer complete the “Internship Site” portion of the form. Be sure that he/she is aware of and agrees to the number of hours of internship experience you are seeking.
4. Take the completed form and a copy of your current transcript to your Faculty Mentor. Your Faculty Mentor will discuss his or her expectations with you and complete the “Faculty Approval” section of the form. You may be asked to keep a weekly journal of activities, complete a student evaluation of the internship, submit a paper that describes your internship experience, or complete other documentation. The requirements for the writing the paper and keeping a journal can be found at <http://www.spea.iupui.edu/students/internships/index.php>.

C. Register for the Internship

4. The Faculty Mentor is responsible for returning the Internship Proposal Form to the Internship Program located in the SPEA Student Services Office.
5. When you have been approved to register you will receive an e-mail from SPEA Student Services notifying you that you are approved to register. This e-mail will include the number of credit hours for which you have been approved. Please remember to select the approved number of credit hours when registering on One.
6. In the event that you are starting your internship after the normal registration times for the semester, you will be notified via e-mail to pick up an add slip and a late registration fee waiver at SPEA Student Services.

D. Internship Completion

7. After you have registered for the internship and are ready to begin, SPEA Student Services will notify your employer that the internship has been approved and provide the employer with the Employer evaluation form.
8. After you complete the internship, submit the required documentation by the due date specified by the Faculty Mentor.
9. The employer will also submit his/her evaluation.
10. The Faculty Mentor is responsible for reviewing the submitted documentation and assigning a grade of S/F for your internship.

Faculty Advisor: _____
Email Address: _____

Phone: _____
Office: _____