

Collaborative Master of Research and Public Policy

Internship Manual

August 2016

mrppafrica.org

**COLLABORATIVE MASTER OF
RESEARCH AND PUBLIC POLICY**

**The next generation
of public policy leaders
and researchers
in Africa**

Table of Contents

1. INTRODUCTION	1
1.1 About PASGR.....	1
1.2 The Higher Education Program.....	1
2. THE COLLABORATIVE MASTER OF RESEARCH AND PUBLIC POLICY PROGRAMME (MRPP)	2
2.1 MRPP Goal and Rationale	2
2.2 MRPP Graduate Pathways	2
2.3 Expected Learning Outcomes.....	3
2.4 MRPP Key Competencies.....	3
3. MRPP INTERNSHIP	4
3.1 Objectives of MRPP Internship	4
3.2 Administration and Cost of Internship	4
3.3 Expected Internship Outcomes	4
3.4 Credit Hours and Evaluation	5
3.5 Duration of Internship.....	5
3.6 Host Organizations	5
3.7 Paid or Unpaid Positions.....	5
3.8 Initiation of Internship Placement Discussions	5
3.9 Acceptance of Internship Placement.....	5
3.10 Completion of Internship	5
4. REQUIREMENTS FOR MRPP INTERNSHIP	6
5. SUPERVISION	6
5.1 Information for the Intern.....	6
5.2 Information for the Host Organization.....	6
5.3 Role of Academic Advisor/Internship Coordinator	7
5.4 Role of PASGR.....	7

6. RELATIONSHIP BETWEEN THESIS WORK AND INTERNSHIP.....	7
7. INTERNSHIP JOURNAL.....	8
7.1 Journal Guidelines	8
7.2 Suggestions for Reflection	8
7.3 Journal Writing Tips	9
7.4 Journal Requirements.....	9
8. EXEMPTION FROM INTERNSHIP	9
9. ANNEXTURES	10
Annex 1: Key Graduate Competencies	10
Annex 2: MRPP Internship Guidelines	11
Annex 3: Letter of Agreement	13
Annex 4: Evaluation of Internship by Host Organization Supervisor.....	14
Annex 5: Evaluation of Internship by Academic Advisor.....	15
Annex 6: Evaluation of Internship by Student.....	16
Annex 7: Student’s Internship Report.....	17

1. INTRODUCTION

The purpose of this Internship Manual is to:

- Provide internationally and nationally acceptable minimum and uniform professional internship standards for MRPP students;
- Promote field education that enhances students' learning to integrate practice with empirical knowledge so that they can become effective research and policy practitioners;
- Acquaint MRPP students and staff with the internship goals, procedures and requirements to reduce the subjectivity and ambiguity of field instruction, goals, experiences and evaluations;
- Allow students to be more self-directed and responsible in determining their learning needs and in critiquing their own performance.

1.1 About PASGR

The Partnership for African Social and Governance Research (PASGR) is an independent, non-partisan pan-African not-for-profit organisation established in 2011 and located in Nairobi, Kenya. Currently engaged in more than 12¹ African countries, PASGR works to enhance research excellence in governance and public policy that contributes to the overall wellbeing of women and men. In partnership with individual academics and researchers, higher education institutions, research think tanks, civil society organisations, business and policy communities both in the region and internationally, PASGR supports the production and dissemination of policy relevant research; designs and delivers suites of short professional development courses for researchers and policy actors; and facilitates the development of collaborative higher education programmes. Our vision is 'a vibrant African social science community addressing the continent's public policy issues'.

PASGR is organized around 3 core programme areas: Research, Higher Education Programme and Professional Development and Training. The programmes bring together the right mix of universities, research institutions, government, policy actors, researchers and academics to:

- Establish and sustain partnerships at national/regional and international levels for advancing research, higher education and training;
- Facilitate the creation of policy and research communities;
- Enhance the institutionalisation of a research culture in Africa's universities and research organisations; and,
- Coordinate a collaborative Master of Research and Public Policy with universities in Africa.

1.2 The Higher Education Program

In Higher Education, PASGR aims to strengthen the provision of graduate-level education through facilitating formal partnerships among African universities on masters and doctoral programmes. As a major initiative of the Higher Education programme, PASGR is working with twelve universities across seven African countries to develop and implement a collaborative Master of Research and Public Policy (MRPP) programme.

¹ Benin, Botswana, Burkina Faso, Cameroon, Chad, Democratic Republic of Congo, Ethiopia, Ghana, Kenya, Lesotho, Malawi, Mali, Mozambique, Namibia, Nigeria, Rwanda, Senegal, Sierra Leona, South Africa, Sudan, Swaziland, Tanzania, Togo, Uganda, Zambia, Zimbabwe

2. THE COLLABORATIVE MASTER OF RESEARCH AND PUBLIC POLICY PROGRAMME (MRPP)

The MRPP is a full-time two-year programme, including a field experience and thesis. It uses a common curriculum developed collaboratively by teaching staff, and incorporates case studies, group projects and a range of other participatory learning activities. The MRPP is implemented by participating universities using a common architecture, course content and teaching practices with the degree granted by each university using common assessment standards and thesis requirements. It is designed to build competencies for the next generation of public policy leaders and researchers in Africa.

2.1 MRPP Goal and Rationale

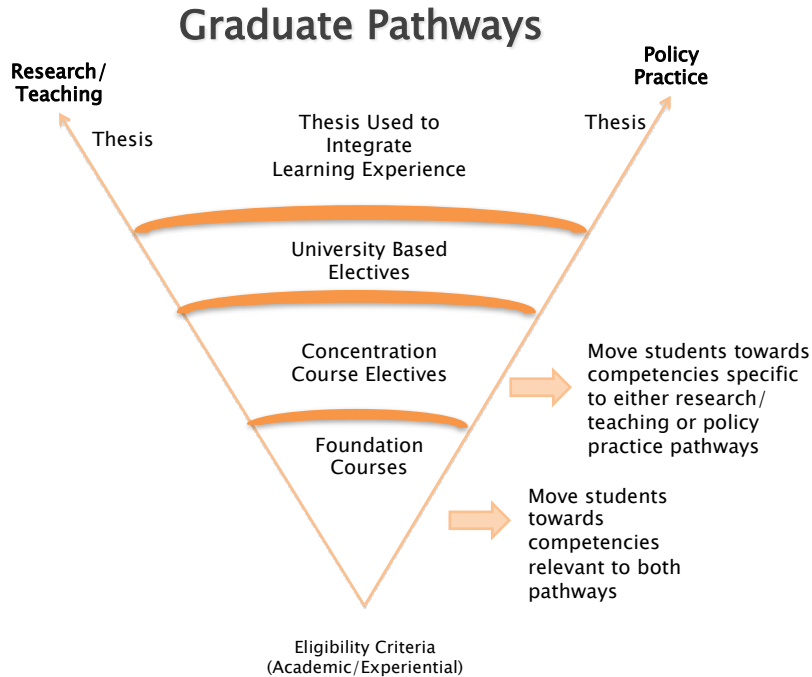
The MRPP was designed to impart knowledge, skills and experiences for scholarly research that is policy relevant *and/or* for using research to shape policy practice. The vision underpinning the MRPP is the value of strengthening the production of social science researchers who can contribute to public policy development in Sub-Saharan Africa.

2.2 MRPP Graduate Pathways

MRPP graduates should be able to *produce* social science research that can contribute to public policy and good governance, and also be able to *utilise* research evidence in public policy development. The MRPP programme architecture has been deliberately designed to enable graduates to develop competencies in one or other of the two career pathways as illustrated below. Interaction among students involved in both pathways shall provide a richer learning experience for all. Many of the needed competencies for both pathways are identical. The MRPP programme architecture allows for each student to customise their learning experience through their choice of courses, field experience and thesis to consolidate competencies towards either the “research” or “policy” pathway.

A “research” pathway for students who are primarily interested in doing policy relevant research who may aspire to undertake advanced scholarship, teach in African universities and/or work in research in think tanks and other types of research organisations.

A “policy practice” pathway for students primarily interested in using research as policy practitioners who aspire to influence, inform or shape public policy, through work in national and sub-national government bodies, think tanks, advocacy organisations, media, private sector, regional or international organisations.



72

2.3 Expected Learning Outcomes

At the end of the programme, *all MRPP graduates* are expected to demonstrate:

- An advanced knowledge of different conceptual and methodological approaches to social science research;
- An advanced knowledge of various theoretical and conceptual approaches to the formulation and analysis of public policy;
- Competency in research techniques to design and execute policy-oriented social science research;
- Ability to apply policy analysis and development tools to different kinds of public policy issues; and,
- Advanced capability of the utilization of evidence-based research in the process of developing and implementing public policy

2.4 MRPP Key Competencies

The learning outcomes determine what students are able to do. Detailed student competencies agreed upon by partner universities are provided in Annex 1 and described below:

Knowledge -- specific things that a graduate should be able to demonstrate an understanding of but not necessarily have performed (e.g. the research courses shall expose students to many different methodological approaches to social science research, but students may end up only using some methodologies in their respective group work or thesis);

Skills -- specific techniques, capabilities and attributes that students should be able to demonstrate that they have actually performed by the end of the programme (e.g. collecting and analysing data related to a key public policy issue); and,

Experience -- things that all students must have directly participated in prior to the end of the programme such as workshops, field experience, group projects (e.g. designing and executing consultation on a key public policy issue).

Some competencies are specific to research, others to public policy, while others are relevant to both pathways. The programme architecture and course outlines were designed to ensure that these competencies are developed by each student and reflected in the learning outcomes achieved by each graduate as described above.

3. MRPP INTERNSHIP

Internship is an integral part of the MRPP architecture. The objectives, supervision and outcomes of the internship are described below.

3.1 Objectives of MRPP Internship

The primary function of the internship is for students to be exposed to new and relevant “real” policy and research issues and environments. The exposure enables students to integrate classroom learning with research and policy dynamics. Besides appreciating the practical aspects of the MRPP content; students are expected to refine their research questions and commence data collection for subsequent thesis preparation.

The internship should meet the following four secondary objectives:

1. To improve communication between the university and practising professionals in research and public policy;
2. To give the faculty an opportunity to evaluate the program through feedback from interns and the host organization;
3. To help students compare their abilities and interests with requirements in particular fields; and,
4. To contribute to the effectiveness of the host organization through high quality work as well as bringing new perspectives and approaches.

3.2 Administration and Cost of Internship

It is the responsibility of individual universities to manage the internship process according to their norms and practices. This implies that the university shall determine the scope and meet the costs of internship as part of the operational costs and consistent with the established funding model. Placements must be approved by each student’s academic advisor or internship coordinator according to what obtains at the University. Similarly, all internships should be monitored against agreed expectations.

3.3 Expected Internship Outcomes

It is envisaged that by the end of the internship, students shall:

1. Have acquired professional experience in research or policy practice from a public, private or non-profit workplace;
2. Be capable of making explicit linkages between their research and a public policy issue; and,
3. Have raised their visibility and enhanced prospects for employment or career advancement.

3.4 Credit Hours and Evaluation

The internship shall be evaluated by the supervisor at the workplace and the assigned MRPP academic advisor. Based on the appraisal, the internship shall be awarded credits equivalent to one course credit. Internship is a graduation requirement and students who do undertake and pass the internship will not be eligible for graduation.

3.5 Duration of Internship

The long break which duration of the internship is *exactly one and a half months* (six weeks). Consecutively, a period of *two months* (eight weeks) should be dedicated to data collection at the location of the study:

- a) If the location of the study is the same as the host organization for internship, then the two activities (internship and data collection) will be undertaken in the same organization and will take a total of *three and a half months* (fourteen weeks)
- b) If the location of the study is not the same as the host organization for internship; then the student will complete the internship and proceed to collect data from the relevant sites.

3.6 Host Organizations

Internships may be sought in a wide spectrum of organizations: public sector, private sector, think tanks, civil society organizations, and where possible international organizations. The organizations should be reputable and with a clear focus on research or policy processes. A student who is employed can choose to stay in the same organization during internship but should undertake specific assignments related to the thesis.

3.7 Paid or Unpaid Positions

Internship could be a paid or unpaid position provided it satisfies the internship requirements. Students are advised to weigh the benefits of unpaid internships against the potential for achieving the expected learning outcomes.

3.8 Initiation of Internship Placement Discussions

The student, the academic advisor, the university internship office/internship coordinator, or a representative of a prospective host organization may initiate internship placement discussions. The ultimate responsibility for acquiring internship placements however lies with the student; s/he should therefore liaise with relevant university organs for placement.

3.9 Acceptance of Internship Placement

Once conditions of the internship have been agreed upon and the placement has been approved by the host organization: the student, academic advisor, host organization supervisor and the internship coordinator must co-sign the *Letter of Agreement* form. The intern then provides a signed copy of the form to each of the signatories. This letter is not a contract, but is meant to ensure consistency in the expectations of all parties: the student, the academic advisor, the internship coordinator, and the host organization supervisor are consistent.

3.10 Completion of Internship

Upon completing the internship, the *Evaluation of Internship by Host organization Supervisor* form should be completed and signed. The *Evaluation of Internship by Academic advisor* form should also be completed and signed by the academic advisor while the student should fill out the *Evaluation of Internship*. The three forms should be submitted to the academic advisor or internship coordinator for due process as stipulated by the respective university.

4. REQUIREMENTS FOR MRPP INTERNSHIP

Internship is a requirement for all students who enrol into the MRPP program. The purpose of the internship is to ensure that holders of the MRPP degree gain some practical experience in the research and public policy processes besides getting acquainted with workplace norms.

4.1 Weekly journal

Students taking an internship are expected to maintain a weekly journal. This journal should record students' activities, as well as students' observations and insights concerning their experience at the work place. The journal should demonstrate that students are able to connect their academic knowledge to their internship experience.

4.2 Internship report

Students shall be expected to write a report at the end of the internship detailing how s/he benefited from the experience. The report should outline accomplishments and reasons for any variances from initial expectations as well as lessons learnt that are relevant to the programme as well as the student's career interests. It should also cover implications of the experience for thesis preparation and make suggestions for future placements. If data was collected, the report should describe the data collected.

5. SUPERVISION

The academic advisor and the host organization supervisor should maintain communication during the internship period. Academic advisors should visit interns in the field at least once during the placement but the intern should report to the academic advisor periodically throughout the internship. These informal reports should include brief comments on: allocation of the intern's time during that period; progress towards set objectives; and, highlights of any significant difficulties with the internship. Any problems arising should be identified and resolved quickly by the joint effort of the student, academic advisor and host organization supervisor.

5.1 Information for the intern

The following highlights are essential for a successful internship experience:

- Internship should bridge theory and practice enabling students to test classroom knowledge and skills in a work environment: specific academic goals must be met;
- The student, in consultation with the academic advisor and host organization representatives should identify specific tasks to be accomplished; these should be included in the Letter of Agreement;
- An intern should behave like a regular employee with a special or discrete work assignment. S/he should meet the same standards of performance as other employees of the host organisation;
- An internship should not be presumed to lead to a permanent position in the host organization;
- Good working relations should be maintained with supervisors and associates;
- The intern should keep daily notes to assist in preparation of the final internship report;
- Regular informal reports should be shared with the academic advisor and progress made towards the final report noted; this will also enable the intern to enrich the internship experience with the academic advisor's knowledge and experience.

5.2 Information for the Host Organization

By accepting an intern, the host organization recognizes that it shares responsibility for the success of the internship. The intern shall rely on the host organization's active participation and support, and shall expect to receive assistance, advice and guidance.

The following suggestions shall help ensure a successful internship:

1. In the early stages of the internship, the intern should get a comprehensive overview of the host organization's role and function, including an introduction to its major policies and procedures;
2. The host organization supervisor should inform other personnel of the purpose, role and expected assignments for the intern;
3. If possible, the intern should be assigned a desk and other office near the host organization supervisor to aid in observation of, and participation in a wide range of activities. Whenever possible, the intern should be permitted to attend meetings of senior staff, board meetings, conferences with legislators, or other policy sessions;
4. Intern work assignments should be educational and challenging, as well as useful for the host organization. The intern should not assume a routine position in a single sub-unit of the organization, but rather should benefit from exposure to as much of the organization during his or her stay as may be feasible. The intern should not be assigned routine office or clerical work, unless such work is a necessary subordinate part of a more responsible assignment;
5. The intern should be supervised by a responsible administrator to whom there is reasonable access;
6. The host organization supervisor should contact the academic advisor or internship coordinator whenever the progress of the internship is in question;
7. At the end of the internship, the host organization supervisor should complete an evaluation form and send it to the student's academic advisor or Internship coordinator.

5.3 Role of Academic Advisor/Internship Coordinator

Depending on university specific division of roles and responsibilities, the academic advisor and internship coordinator play a critical role in determining access but also the nature of a student's internship experience. It is their responsibility to:

1. Maintain an active list of internship opportunities and communicate this information to all eligible students;
2. Develop and maintain relationships with appropriate host organization to facilitate placements;
3. Review and respond to informal interim internship reports;
4. Determine the final acceptability of the internship report;
5. Evaluate the student's internship experience.

5.4 Role of PASGR

PASGR should support the universities through:

- Publicity at a programme-wide level of regional and global organizations that can offer internship placements to MRPP students;
- Facilitate sharing of experiences and lessons among MRPP lecturers to enhance quality in internship experiences.

6. RELATIONSHIP BETWEEN THESIS WORK AND INTERNSHIP

The field experience is an important building block for thesis preparation and should be related to the student's research topic. It enables the student to enrich the proposal by enabling students to deepen understanding of the research issues; test and refine research questions; and to collect appropriate data for analysis. Arguably, failure at this stage has implications for thesis quality.

If the field experience does not yield an opportunity for a student to further his thesis work, in consultation with the academic advisor, the student should develop an alternative strategy. The expectation is that a thesis supervisor shall be able to detect early warning signs and take corrective action including moving the student to another organization.

Teaching staff, other students and alumni should assist to seek out potential host organizations suitable for field experiences related to student's research interest. Universities are responsible for "vetting" and approving the host organization based on the capacity of the organization to provide a positive work experience that is related to the student's research topic and also the requisite supervision.

7. INTERNSHIP JOURNAL

In preparation for reflective practice, which is one of the defining attributes of successful professional practice, the intern is required to keep a weekly journal. Reflective practice is the ability to reflect on action for continuous learning. Rather than learning from lectures or in academic settings, practice-based professional learning is the means through which planners and other professionals gain insights from practical experience for personal professional development.

7.1 Journal Guidelines

Students are expected to make entries in the internship journal at least once a week. Notes should encompass a reflection and critique of work experiences in relation to MRPP course content. To "reflect on and critique" means to analyze and evaluate, not simply to summarize or describe. Critical reflection implies constructive criticism and reflection for improvement and personal growth. The journal entries shall be the conduit for reviewing what the student did professionally as an intern and what s/he learnt during the week in terms of personal competencies such as people skills, new knowledge, difficulties and successes, opportunities and challenges. The entries should contain take-away lessons for the next week and coming weeks and for the future (if applicable). The journal entries should enable the intern to plan the next steps or courses of action, for instance to: enhance interpersonal communication, complete tasks assigned successfully, and achieve predetermined internship goals as a whole.

Internship journal entries should consist of an individualized conversation that allows the intern to assess her/his professional and personal development during the internship. It is also a record of observations and questions about day to day practices that the intern may want to bring to the attention of her/his supervisor or academic advisor. The entries are therefore the 'proceedings' of the entire internship experience including personal growth, professional development, and professional relationships etc. that help to generate the internship report.

7.2 Suggestions for Reflection

(Note: The following points are only suggestive; your journal entries may skip or elaborate on any of these pointers and expand in any direction beyond the specific theme).

Before the Internship:

- What do I hope to gain from this internship?
- How strongly related is this internship with my interests or career goals in research and public policy?

During the Internship:

- What do I like most about my work?

- What do I like least?
- Have I fulfilled the MRPP learning objectives?
- What is the link to my research questions?
- What is the organization's culture like?
- What are the formal and informal power and social structures?
- How do people communicate and interact in friendship patterns, politics, demographics and value systems?
- What are the unwritten codes of dress and conduct?
- What do I like most/least about this culture?
- What projects/tasks have I completed that I am most proud of?
- Does this work match my values, interests, and skills?
- How do my experiences compare with my expectations?

After your internship:

- How did my academic background help my work?
- How has this internship impacted my personal and professional goals?
- Would I want to do this internship again? Why or why not?

7.3 Journal Writing Tips

The intern should:

- Set aside a regular time each day or week for journal writing, even if it is only five minutes;
- Keep the journal at home or in a safe place since you will be recording personal observations about your workplace and experiences;
- Know that the journal is also a great place to keep track of the contacts made; they may be helpful in future; and,
- Invest time in writing the journal to derive benefit at a later date.

7.4 Journal Requirements

The journal should be submitted with the internship report. It should contain 15 entries, one page in length (400-500 words) typed. As stated above, entries should be evaluative, not simply descriptive. The internship report should be based on the journal and make references to journal entries.

8. EXEMPTION FROM INTERNSHIP

Students with adequate relevant work experience may be exempted from internship. A student seeking a waiver should place a request with the academic advisor/internship coordinator. Each request shall be assessed on its own merit. Exempted students shall be assigned a major project related to their research topic. The project should focus on an issue or problem related to their professional practice and requiring in depth exploration. The project should involve collection data within or outside the organization where the student is employed. The project should be monitored throughout its life cycle and graded accordingly. The credits earned will be equivalent to one course (same as internship) and will be considered for graduation.

9. ANNEXTURES

Annex 1: Key Graduate Competencies

	RESEARCH PATHWAY	POLICY PATHWAY
KNOWLEDGE	Quantitative and qualitative research methods (basic for the policy pathway, advance for the research pathway) Understanding of public policy formulation and management (basic for the research pathway, advance for the policy pathway) Knowledge of formal and informal institutions and their governance (same depth) Knowledge of the context in which policy is being made and applied -social, economic and political (same depth) Acquisition of IT knowledge (same depth) Knowledge of different disciplines that inform public policy: political science, economics, sociology, history, public administration, management sciences, political economy, statistics (same depth)	
	Strong theoretical foundation in research and in public policy	Policy implementation and impact
SKILLS	Critical , analytical thinking (same depth) Data analysis (same depth) Writing skills (proposal, thesis and scientific publications for research pathway and project reports, policy briefs, position papers for the policy pathway) Presentational skills - oral and written (same depth) Ability to work in teams (same depth) IT skills including software packages and information searches (same depth) Interview skills and information/data collection (same depth) Consulting skills (same depth) Decision making skills (same depth) Conflict resolution and negotiation	
	Ability to design and conduct research and interpret research results Pedagogical skills Ability to disseminate research findings (write policy briefs; executive summary; newspaper articles; media briefings etc.)	Ability to assess research quality and apply research findings Ability to disseminate policy outputs and outcomes (project reports, policy briefs, position papers, newspaper articles; media briefings etc.) Ability to evaluate policy measures and outcomes Dialogue, leadership and decision making skills
EXPERIENCE ACCRUED	Internship/field practice (focus on research for the research pathway and policy for policy pathway) Plan and undertake field research (same depth) Case studies (same depth) IT skills (same depth)	
	Proposal writing and defense Thesis writing and defense	Evaluation of policy implementation and impact Consultation Policy formulation Group work

Annex 2: MRPP Internship Guidelines

Instruction: This document should be shared with host organizations

INTRODUCTION

Internship is an integral part of the Collaborative Master of Research and Public Policy (MRPP). These guidelines are intended to frame an approach to the internship so as to optimize the expected outcomes. The intern's academic advisor will be pleased to answer questions that may arise.

Objectives of MRPP Internship

The primary function of the internship is for students to be exposed to new and relevant "real" policy and research issues/environments in the form of "field experience" placements. The exposure enables students to integrate classroom learning with research and policy dynamics. Besides appreciating the practical aspects of the MRPP content; students are expected to refine their research questions and commence data collection for subsequent thesis preparation.

Additionally, the internship should meet the following four secondary objectives:

1. To improve communication between the university and practicing professionals in research and public policy matters;
2. To give the faculty an opportunity to evaluate the program through feedback from interns and hosting host organization;
3. To help students compare their abilities and interests with requirements in particular fields; and,
4. To contribute to the effectiveness of the hosting Host organization through high quality work as well as bringing new perspectives and approaches.

Information for the Host Organization

By accepting an intern, the host organization recognizes that it shares responsibility for the success of the internship. The intern shall rely on the host organization's active participation and support, and shall expect to receive assistance, advice and guidance.

The following suggestions shall help ensure a successful internship:

1. In the early stages of the internship, the intern should get a comprehensive overview of the host organization's role and function, including an introduction to its major policies and procedures.
2. The host organization supervisor should inform other personnel of the purpose, role and expected role of the intern.
3. If possible, the intern should be assigned a desk and other office near the host organization supervisor, to aid in observation of, and participation in, a wide range of managerial activities. Whenever possible, the intern should be permitted to attend meetings of senior staff, board meetings, conferences with legislators, or other policy sessions.
4. Intern work assignments should be educational and challenging, as well as useful for the host organization. The intern should not assume a routine position in a single sub-unit of the organization, but rather should benefit from exposure to as much of the organization during his or her stay as may be feasible. The intern should not be assigned routine office or clerical work, unless such work is a necessary subordinate part of a more responsible assignment.

5. The intern should be supervised by a responsible administrator to whom there is reasonable access.
6. The host organization supervisor should contact the academic advisor or internship coordinator whenever the progress of the internship is in question.
7. At the end of the internship, the host organization supervisor should complete an evaluation form and send it to the student's academic advisor or Internship coordinator.

Annex 3: Letter of Agreement

Intern's name:

Host organization:

Host organization supervisor:

Telephone:

Academic advisor:

Telephone:

Period of internship: _____

Salary (*If applicable*) _____

Description of tasks: (*A separate page may be attached if preferable*)

Signatures:

Intern _____

Host organization supervisor _____

Internship coordinator/Academic advisor _____

Annex 4: Evaluation of Internship by Host Organization Supervisor

Intern's name:

Host organization:

Host organization supervisor:

Telephone:

Academic advisor:

Telephone:

Period of internship: _____

Content: Write a brief report (on a separate page) based on the questions below:

1. In what ways was this internship of value to your Host organization?
2. In what areas did this intern demonstrate particular strength?
3. In what "areas did this intern show a need for improvement? (*You might consider such areas as analytic, interpersonal, and communication skills*)
4. What problems arose during the internship that would be helpful to know about for future internships?
5. Provide any other comments.

Annex 5: Evaluation of Internship by Academic Advisor

Intern's name:

Host organization:

Host organization supervisor:

Telephone:

Academic advisor:

Telephone:

Period of internship: _____

Content: Write a brief report (on a separate page) based on the questions below:

1. Would you recommend this Host organization as a site for another internship? Please provide a brief explanation for your answer.
2. What problems arose during the internship that would be helpful to know about for future internships?
3. Did this internship suggest any ways in which we could improve the MRPP curriculum?
4. Provide any other comments.

Annex 6: Evaluation of Internship by Student

Intern's name:

Host organization:

Host organization supervisor:

Telephone:

Academic advisor:

Telephone:

Period of internship: _____

Content: Write a brief report (on a separate page) based on the questions below:

1. Was your experience valuable to you as a student?
2. Did your activities reflect the activities of the Host organization?
3. Do you feel that the internship was valuable to the Host organization?
4. Would you recommend this Host organization for future interns?
5. Are there any other changes in the internship process that you would suggest to make it a more useful experience?
6. Provide any other comments.

Annex 7: Student's Internship Report

Name of student and email address

Name and address of host organization

Name and title of immediate Supervisor, email and phone number

Length of internship (date-date)

Hours worked per week

Name of MRPP academic advisor/Internship coordinator

Date report was submitted

Content: Write a brief report (on a separate page) based on the questions/issues below:

1. Summarize your internship: Outline briefly the nature of your work assignments as an intern; and, show how these are related to the public policy issue you are researching.
2. Outline the tasks you accomplished:
 - i. Daily/weekly routine or flow of activities;
 - ii. Major assignments and approximate duration of each;
 - iii. Your contacts with the public/clients (if any).
3. Describe how the Host organization or firm was organized by division and sections, etc.
 - i. Briefly describe the organization and your responsibilities in the host organization; include a diagram showing your position in the organizational structure.
 - ii. Draw or attach official flow chart if available
 - iii. Which division or section were you with?
4. Discussion of how internship experience relates to core MRPP classes.
 - i. What skills abilities or special knowledge have you developed as a result of this internship?
 - ii. What academic background did you find most valuable in completing the internship?
 - iii. What did you learn from the internship regarding additional course work which might be to your advantage as a professional in the field of research and public policy?
 - iv. Was the internship consistent with your educational and professional career goals? How did the experience help you progress towards fulfilling these goals?
 - v. What is your overall evaluation of the specific host organization as an internship site for other MRPP interns? (*Discuss specific strengths and weaknesses of the host organization as an "on-the-job" training site*)

- vi. Would you recommend another student to take an internship with this Host organization?
- 6) What policy recommendations would you suggest for the host organization?

Note that a record of biweekly activities, personal observations and reflections about the internship are important for this report. You may also want to attach a variety of work samples such as reports, surveys and briefing notes.