Who are the Students?

School of Public Affairs (SPA) students come from an array of experiences and perspectives, ranging from younger students just beginning their public service career to international students to those with extensive experience seeking a career change or advancement.

Student Background

Most students have completed core courses in Research Methods, Policy, Leadership, Finance, and Ethics before embarking on specialized study in one of the following: Homeland Security, Environmental Policy, Local Government, Nonprofit Management, Domestic Violence or Criminal Justice.

To request an Intern or Capstone Student, please fill out the following form and send or fax it to the School of Public Affairs.

Name:

Organization:

Email:

Phone:

Please Check:  □ Internship

□ Capstone Project

Project Description:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Interns and Research Students for Public and Nonprofit Organizations
**Does your organization have a project you just don’t have the time or resources for?**

**The School of Public Affairs can help!**

**Capstone Projects**

The Advanced Seminar in Public Policy and Management, also known as the capstone course, is designed to provide students with the opportunity to integrate and synthesize what they have learned during the entire MPA course of study. Students act as a consultant, addressing a need within a community organization, and work in tandem with faculty mentors to address a specific research, policy or management issue. The finished “product” is completed with input from the client over a period of 4 - 6 months. No payment or fee is required for organizations to request a capstone student. Organizations benefit from the analysis and expertise of students and their faculty mentors while students gain experience with real-life policy issues. Capstone projects run from August - December or January - May of each year, with a small number of students available for February - July projects.

**Sample Projects:**

**Client: Town of Kiowa**

Project: Trail development / other recreation grants or research GIS application in infrastructure and planning.

**Client: Colorado State Treasurer’s Office**

Project: Develop and implement the Treasurer’s initiative on transparency in state government and finance as well as help with research on other Treasury initiatives. The position would involve working closely with the Treasurer and other elected officials.

**Client: The Third Mile Group**

Project: Analysis and write-up of education survey results and policy brief research.

**Client: DRCOG**

Project: Identify the impacts of increased immigration in the region. This shall be accomplished through the research of completed studies, professional publications, and other credible findings and should be in a S.W.O.T format addressing internal and external analysis perspectives as a means to identify potential policy implications.

**Internships**

**Objectives of the Internship Program**

- To provide students in the School of Public Affairs with meaningful work experience related to their career interests.
- To develop closer relationships between the School of Public Affairs and public and non-profit agencies.
- To enable organizations to attract good students to public service and improve the overall quality of public administration.

**Criteria for Student Eligibility**

- To be considered for an internship for academic credit, a student must:
  - Be a candidate for a degree at the School of Public Affairs.
  - Have completed at least 18 credit hours toward their degree.
  - Submit a resume to both SPA and the potential employer.

**Role of SPA in the Internship Program**

The School of Public Affairs advertises, coordinates and facilitates internships for both students and employers. Upon completion of the internship, SPA gathers evaluation information from the employer and confers either a pass or fail grade (MCJ) or letter grade (MPA) for the internship experience.

**Role of the Employing Organization**

- Arranging for Interns: Organizations which would like to hire an intern should contact the SPA office at (303)315-2228. SPA will inform students of available positions and help the employer identify appropriate applicants.
- Selecting Interns: Students normally contact the employer directly. The selection of an intern is at the employer’s discretion.
- Work Arrangements: Arrangements regarding the terms of employment (work schedules, payment, assignments, etc.) are negotiated between the intern and the employer. Internship must involve a minimum of 300 work hours for MPA students or 240 work hours for MCJ students if the student intends to receive academic credit. Student must be involved in meaningful tasks and should be encouraged to participate in staff meetings and other auxiliary activities.
- Payment for Interns: Internships are both paid and unpaid, depending upon the resources of the employing agency. Students will, of course, find paid internships more attractive than unpaid ones.
- Supervision and Evaluation: Employers are responsible for supervision of interns. Interns are expected to perform professionally and responsibly. In addition, the employer needs to provide a final evaluation of the intern’s performance.

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School of Public Affairs
Campus Box 142, PO Box 173364
Denver, CO 80217
phone: 303-315-2228
fax: 303-315-2229

School of Public Affairs
Denver • Colorado Springs • Grand Junction • Online
University of Colorado Denver