

## **Internship Opportunities & Requirements Urban and Public Affairs Program**

**If you are interested in an internship placement, you must contact the UPA Assistant Director, Anna Baccellieri at [abacce1@uic.edu](mailto:abacce1@uic.edu) or (312) 413 – 2565 to receive an internship packet and arrange the mandatory internship meeting with the Program Director.**

**To confirm receipt of credit for a particular placement you must schedule a meeting with the Program Director who oversees and grades all internship placements.**

UPA students may participate in an internship for 3 credit hours. The internship may be focused in urban planning and policy (UPA/UPP 498) or public administration (UPA/PA 499). The 3 credit hours count toward the UPA 21 upper-division elective credit hour requirement.

### Eligibility

UPA students who have had at least one semester in the UPA program are eligible to receive UPA credit for internships.

### Internship Time Commitment

Students should plan to intern a minimum of 225 hours for the internship (15 hours per week). Specific hours per week and duration of internship will be discussed on an individual basis for the summer.

### Internship Requirements

- 1) Choosing an agency:
  - In selecting an agency for your internship please remember that the agency must be a non-for-profit, government or research/analyst organization.
- 2) Internship agreement forms are completed before the student begins the internship and when:
  - Goals and objectives are determined that reflect the students responsibilities and learning experiences.
  - is signed by the student, supervisor and the Urban and Public Affairs Program Director before student begins the internship.
- 3) Student will meet with the Program Director one time per month to discuss their internship experience.
- 4) On a monthly basis students will submit monthly journal entries to the Program Director via email.
- 5) Student will submit a five page paper to the Program Director describing their internship experience, including information on their success at meeting the goals and objectives

outlined in the Internship Agreement form.

### Selecting an Internship Placement

Students interested in an internship placement need to begin planning for the internship placement no later than the middle of the semester before the anticipated internship semester. For instance, for internship placement for the spring semester, students should begin planning by mid-to-late October. Students should begin to prepare for summer internships no later than mid-March.

**If you are interested in an internship placement, please contact the UPA Assistant Director, Anna Baccellieri at [abacce1@uic.edu](mailto:abacce1@uic.edu) or (312) 413 – 2565 to receive an internship packet and arrange the mandatory internship meeting with the Program Director.**

During the meeting the student and Program Director will discuss finding an internship placement and review the internship agreement form.

There are 3 main ways to select an internship placement:

#### **1) Internship Announcements & Openings**

Many internship placements are obtained by applying to internship announcements and openings. Internship announcements that are made available to CUPPA are posted on the UPA List serve and the CUPPA Career Website. You can also apply to other announcements that you have located.

#### **2) Internships/Organizations Identified on Your Own**

If you are interested in a particular organization, but do not see a formal opening, you can contact the UPA Program for guidance on approaching the organization to request an internship placement.

#### **3) Assistance in Identifying an Internship**

Contact the UPA Program for help in identifying possible internship placements. Please provide areas of interest. Examples are listed below (you are not limited to these):

- Affordable housing
- Planning Gender equality
- Youth development
- Education administration/policy
- Homelessness
- Poverty
- Racial/ethnic equality
- International development organizations
- Peace Issues
- Campaigns
- Fundraising
- Event planning - what type of organization
- Transportation
- Community development
- Restoration/Historic Preservation
- Government federal/state/local
- Economic development
- Sustainable development
- Environmental administration/policy
- Policy Bike planning
- Health administration/policy
- Domestic violence

