

Florida Atlantic University
BACHELOR OF PUBLIC SAFETY ADMINISTRATION
UNDERGRADUATE INTERNSHIP PROGRAM

Guidelines & Requirements for
PAD 4940 Public Safety Administration Internship
(Three credits)

BENEFITS OF INTERNSHIPS

The Bachelor of Public Safety Administration (BPSA) program requires internships of its public safety administration majors without significant prior public sector service experience and recommends them for minor degree students. An internship offers a working world experience that allows:

1. a contrast with and application of what the student has learned in an academic setting.
2. a clarification or reshaping of the student's career goals.
3. the acquisition of career relevant experiences and networks.

QUALIFICATIONS FOR INTERNSHIP

To qualify for an internship you must have:

1. no less than a 2.0 GPA,
2. completed or currently completing PAD core course requirements
3. junior or senior standing, and
4. permission of the faculty internship coordinator.

To register for an internship you must submit an **INTERNSHIP APPLICATION** to the faculty internship coordinator. If your application is approved, the faculty internship coordinator will grant you an override allowing you to register. You register for the internship just as you would for any other course.

Students receive three (3) credits for an internship of 10 hours per week for the entire semester. Students wishing to do internships during the summer sessions must register for internships in the C term, and must complete 12 hours each week for the entire semester. A student should not attempt to carry more than 16 credit hours while doing an internship.

OBTAINING AN INTERNSHIP

1. In consultation with the faculty internship coordinator, each student will formulate a list

of internship interests. This may facilitate your placement and help you identify more personally relevant and rewarding positions. Internships exist to provide students with experiential learning; therefore, positions that involve purely routine, low skill, clerical work are not acceptable. In certain situation, internship will be offered on-campus.

2. With the assistance of the faculty internship coordinator, each student has responsibility for locating an office or agency in which to work. The faculty internship coordinator will assist you with placement. The School maintains in the Davie office notebooks of placement opportunities and past placements. These are useful reference sources for students seeking internship. In addition Career Planning and Placement maintains useful reference material. At your request, the faculty internship coordinator will write a letter describing the internship program to the prospective internship provider you have contacted.
3. You also can use the web to locate possible internship placements. The Department will maintain links to internships sites. You can also use search engines to find possible placements. If you do not know how to use search engines you may ask the faculty internship coordinator for assistance.
4. Contact a potential internship provider and express an interest in position. Make an appointment for an interview.
5. Prepare a resume and a list of references. See the suggestions below. Take resume, references and a writing sample to the interview. Also take a copy of your proposed class schedule. For a federal position you may need the SF-171. (You may want to check on this; many agencies no longer use SF-171.)
6. At the interview, offer the interviewer your resume, discuss the nature of the internship, and attempt to ascertain if it is what you want to do. Be sure to ask questions about the tasks you will be expected to do, and express an interest in getting involved in specific activities that will expand your knowledge and skills. Be sure that the internship is substantive enough to meet the departmental expectations. If the opportunity appears satisfactory, conclude a tentative, verbal agreement with the provider.
7. If the interview does not lead to a placement follow up with a thank you note.
8. Execute an INTERNSHIP TRAINING AGREEMENT form with the provider. Return it to the faculty internship coordinator no later than the first work week.

PREPARING A BRIEF RESUME

Internship providers want to know if you have a background compatible with the work you are about to undertake. They need to judge whether you have some potential for learning from them. They also need some assurance that you will be a responsible, willing worker. A brief resume

helps them make these assessments.

Prepare your resume with a word processor and emphasize everything in your experience and training that is relevant to the internship you are seeking. You may wish to prepare a separate resume tailored to each internship for which you are applying. See The Office of Career Development for further advice on resumes.

1. A statement of an objective: An Internship with _____.
2. Work experience, even if it seems irrelevant to the internship. Internship providers like to know if you are industrious and have shown initiative in the job market. However, emphasize work experience that is relevant to the internship.
3. Academic preparation: any honors and your GPA, if it is something of which to be proud. Again course work that is relevant to the internship should be emphasized.
4. Extracurricular/organizational activities. Again emphasize anything relevant to the internship.
5. Career interests. The career interests should seem compatible with the internship.
6. Personal data such as name, address (school and permanent), telephone number.
7. You should also have your list of references ready and available. References from work supervisors and professors are best.

WHAT PROVIDERS EXPECT

Internship providers expect you to display a high level of interest, initiative and professionalism, just as you would be expected to display on any job. They expect an acceptance of the nature of the work situation, what ever it may be. They do NOT like students who treat the internship as just so many hours a day to do in order to earn 3 credits.

You will have established a schedule with the provider; he/she will expect you to report to work promptly. You should take care to meet your scheduled commitment. Providers DO NOT like for students to put other activities before their internship commitment. Avoid changing your internship schedule to meet other obligations. If it proves to be essential that you alter your regular schedule, do NOT wait until the last minute or the last day to inform the internship provider.

Providers of internships expect your dress, appearance, and behavior to be consistent with the standards (expectations) of the work place. They, their clients, and your co-workers will base much of their opinion of you on these three things. In the "work world" appearances are important. Failure to appreciate this fact will give a bad impression.

INTERNSHIP REQUIREMENTS

To receive academic credit for the internship and to avoid grade penalties, all of the following must be met:

1. **APPLICATION:** Submit the **INTERNSHIP APPLICATION** to the faculty internship coordinator prior to registration. You cannot register for the course without submitting this application.
2. **REGISTRATION:** Upon approval of your application, you will be granted an override by the faculty internship coordinator permitting you to register. Once this override is entered in the system, you will receive an email notifying you that you may register for the appropriate internship course.
3. **AGREEMENT:** Complete (with your internship provider) the **INTERNSHIP TRAINING AGREEMENT** and return it to faculty internship coordinator no later than the end of the 1st week of the semester.
4. **WORK:** Complete the 10 or more work hours per week for the semester enrolled.
5. **WRITTEN REQUIREMENTS:**
 - a. Keep a **DAILY LOG** that reports the days and hours worked as well as each day's activities and any notes on what you have learned. Submit this to the faculty internship coordinator at the end of the internship.
 - b. Write a **RESEARCH PAPER** (not less than ten pages) that is related to the work of the office or agency in which you are working. The topic of this research project should be determined in consultation with your internship provider and your faculty internship coordinator.
 - c. Write a **CAREER REPORT** (not less than five pages) analyzing your internship experience as a learning experience and what insight it has given you into a career in the office or agency in which you worked. Submit your paper to the coordinator at the end of the internship.
6. **STUDENT'S EVALUATION OF INTERNSHIP:** Turn in this form at the end of the internship with your papers and log.
7. **PROVIDER'S EVALUATION OF INTERN:** Give this form to your internship supervisor who should mail it to the faculty internship coordinator. This form requires an assessment of your work performance during the internship (see **FINAL GRADE** below).

Supervisors should mail this form to:

BPSA Faculty Internship Coordinator
School of Public Administration
SO 202
Florida Atlantic University
Boca Raton, FL 33431

WRITTEN REQUIREMENTS ELABORATED

DAILY LOG: The log constitutes a record of the student's time and internship activities. It need not be a detailed diary; however, many students find adding detail to the log provides resource material for the CAREER REPORT discussed below. The log should be legible and the description of activities should not be so brief as to be ambiguous or vague. When keeping the log, avoid violating any rules of confidentiality of your internship provider.

RESEARCH REPORT: A major component of the student's internship will be a research paper that the student will write on a topic related to the activity of the agency/office. The student should develop the topic to be researched in consultation with the internship supervisor and the faculty internship coordinator.

The exercise of research skills and the relevance of the subject matter, not the length, are most important here. In the **third week of the internship**, submit to the faculty internship coordinator a two_page prospectus which outlines specifically what the paper will do. The prospectus should include a discussion of methodology, data resources and bibliography of seven sources.

CAREER REPORT: Your report should be written carefully since it tells the faculty internship coordinator (the grader) not only what you have done in the internship but also what you gained from the experience. Be sure to discuss your paper with your faculty internship coordinator before beginning to write: each faculty internship coordinator may have somewhat different expectations of the paper. The report should be no less than four pages in length and typed. It is the intern's responsibility to ensure that the type is dark enough that the paper can be read easily by the faculty internship coordinator. Take care to write your paper in correct English. You will be graded down for incorrect grammar, poor word choice, misspellings, and other errors. Your career report constitutes 30 percent of your grade for the internship.

Your career report should NOT be simply a description of your on_the_job activities; rather, it should report the basic facts of your work situation and then proceed to analyze your experience both in professional and personal terms. Attach appendices of any studies, reports, or projects which you have prepared or helped to prepare.

Here are some questions which can help you generate ideas for your paper:

1. Can you give an overview of your experiences as they relate to public safety administration (as appropriate)?
2. Are there specific events in which you participated or were there particular problems that you observed from which lessons can be learned? (Expand on this.)
3. Are there things that you have studied as theory that you have found confirmed or not confirmed by reality?
4. How was the experience valuable to you? How could it have been made more valuable?
5. Are there any types of political influence which affect the organization you worked for?
6. From your observations of the organization, can you think of any measures which would improve the organization's effectiveness?
7. Was your perspective on public safety administration (as appropriate) altered as a result of your experience?
8. How has this experience affected what you plan to do in your future work life?

FINAL GRADE

Your final grade in the course is based on your internship provider's evaluation of your performance (30 percent), your research report (30 percent), the Career Report (30 percent) your Daily Log (10 percent).

Near the end of the semester in which you have enrolled, you must begin to concentrate on completing internship requirement so that a grade can be awarded. If you want to avoid a grade of incomplete (I) for the internship, you must submit your log, STUDENT'S EVALUATION OF INTERNSHIP form, and papers to the faculty internship coordinator ONE WEEK BEFORE THE EXAM PERIOD OF THE SESSION. Your PROVIDER'S EVALUATION OF INTERN must be received by the last day of the session.

Due to the nature of internships, the semester will in some cases end before the internship is complete. In this situation, a student may arrange an incomplete with the permission of the faculty internship coordinator. An incomplete which has not received prior approval from the faculty internship coordinator will result in a grade penalty. An incomplete must be resolved within one month of the end of the semester in which the incomplete was received. Failure to complete all requirements within one month of the end of the session or semester will result in a penalty of one full grade (e.g., an A would become a B). Failure to complete all requirements within two months of the end of the session or semester will result in a penalty of two full

grades; three months, three full grades; four months, four full grades or an automatic failure (F).

REQUIRED ASSIGNMENTS	DUE DATES	% OF GRADE
Daily Log	Every four weeks from the start of semester: Completed log for the internship due end of semester	10%
Research Report	Prospectus: 3 rd week of the semester Full Draft: 2 weeks before final exam week Final Report: Beginning of final exam week	30%
Career Report	Beginning of final exam week	30%
Provider Evaluation	End of Semester (Final exam week)	30%
Total		100%

Inquiries concerning internships should be directed to:

BPSA Faculty Internship Coordinator
 School of Public Administration
 SO 202
 Florida Atlantic University
 Boca Raton, FL 33431

BPSA Internship Addendum

Required Forms & Materials

**Florida Atlantic University
Bachelor of Public Safety Administration Program**

UNDERGRADUATE INTERNSHIP TRAINING AGREEMENT

DIRECTIONS

The student's address, telephone number, and email address should be correct for the semester the student is doing the internship. The work schedule on page two should be completed in consultation with the internship provider. This agreement must be signed by the student, the internship provider, and the faculty internship coordinator. This form should be on file with the faculty internship coordinator by the beginning of the internship.

Students Name	ID #	
Student's Address	Phone	Email
City	State	ZIP
Internship Provider (Agency or Office)		
Provider's Address		
City	State	ZIP
Immediate Supervisor	Phone ()	Email

AGREEMENT

THE STUDENT AGREES TO:

1. Fulfill his/her agreement to report to work on the assigned days and hours.
2. Understand that the internship provider must profit from the student's assignment in order to justify working with him/her and providing him/her with internship training.
3. Perform all assigned tasks to the best of his/her ability.

4. Be available for consultation with the faculty coordinator.

THE INTERNSHIP PROVIDER AGREES TO:

1. Provide the intern with practical work experience of professional relevance.
2. Assign work to the intern in accordance with courses studied at Florida Atlantic University and to provide a variety of experiences to the student.
3. Be willing to provide a mutually agreed time for the faculty coordinator to meet with the student intern and the internship provider.
4. Discuss with the faculty coordinator any misunderstandings or termination of the internship before taking action.
5. Assist the faculty coordinator in evaluating the student intern's performance.
6. Help to identify other courses or experiences which may qualify you for a placement:

WORK SCHEDULE:

Internship Begins: (Date)			Internship Ends: (Date)			
Please Circle Anticipated Work Days	MON	TUE	WED	THU	FRI	SAT
Anticipated Work: Hours	FROM _____AM		TO _____PM			
(Please Note Any Anticipated Variation in the Schedule)			Conditions or Comments On Work Schedule:			

SIGNATURES:

Student:	Date
Internship Provider:	Date
Faculty Coordinator:	Date

**Florida Atlantic University
Bachelor of Public Safety Administration Program**

**STUDENT'S EVALUATION OF INTERNSHIP
PAD 4941 Government Internship**

This form will be shared with students who are considering internships. Do NOT write anything that you would not be willing to share with other students.

Agency	
Agency City	Agency State
Student's Name	Date

I. WORK ASSIGNMENT

A. Estimate the proportion of your time spent in work versus observation: (circle the most appropriate category)

100% work 75% work 50% work 25% work 0% work

B. Did the tasks assigned you principally involve: (circle more than one if appropriate)

1. duties similar to those of regular personnel of the agency?
2. routine clerical tasks?
3. research?
4. frequent contact with personnel throughout the agency or office?
5. frequent contact outside the agency/office?
6. duties for which you possess adequate skills and knowledge?

C. Did the person(s) who supervised your work: (circle more than one if appropriate)

1. adequately describe the tasks you were asked to perform?
2. provide adequate supervision?
3. expect you to assume independent responsibilities?
4. offer assistance and guidance when requested?
5. take an interest in your internship?

6. show a willingness to provide additional information even when not related to your tasks?

D. Opportunities for learning (Circle Y [=Yes], N [=No], or ? [=No Answer, Maybe])

1. Were you given adequate opportunity to learn through observation?

Y N ?

Comments: _____

2. Were you given adequate opportunity to learn through doing?

Y N ?

Comments: _____

3. Were you given adequate opportunity to learn through discussions with supervisors and others?

Y N ?

Comments: _____

II. ASSESSMENT

A. What is your evaluation of your internship as an educational opportunity? (Circle one.)

Excellent Very Good Good Fair Poor

Comments: _____

B. Would you recommend that other students be placed with this agency/office in the future? (Circle one.)

Yes No Maybe No Answer

Comments: _____

C. To what extent did the internship assist you in clarifying your career goals? (Circle one.)

Very Much Some Very Little None

Comments: _____

D. To what extent did the internship assist you in achieving your career goals? (Circle one)

Very Much Some Very Little None

Comments: _____

III. COMMENTS

1. Describe any ways the internship could be improved:

2. Any other remarks or comments?

**Florida Atlantic University
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PROVIDER'S EVALUATION OF INTERN

Intern's Name

DIRECTIONS

Please provide candid responses to the following items. This assessment of the intern's performance will be a major factor in the determining the intern's grade for the internship.

SPECIFIC TASK PERFORMANCE.

In the blanks below, please enter the four most important tasks or skills the student was called upon to perform or use in the internship. Please indicate (1) the frequency with which the task (or skill) was exercised, and (2) the level of proficiency achieved by the intern. In judging the level of proficiency, consider the amount of time the student expended on the task (or skill) and compare the intern's proficiency with that of others with similar training and experience. Please circle your choices.

Task/Skill A: _____

1) **Frequency:** Seldom Weekly Daily 2) **Proficiency:** Poor Fair Good Excellent

Task/Skill B: _____

1) **Frequency:** Seldom Weekly Daily 2) **Proficiency:** Poor Fair Good Excellent

Task/Skill C: _____

1) **Frequency:** Seldom Weekly Daily 2) **Proficiency:** Poor Fair Good Excellent

Task/Skill D: _____

1) **Frequency:** Seldom Weekly Daily 2) **Proficiency:** Poor Fair Good Excellent

GENERAL WORK BEHAVIOR

Please assess the intern's general work behavior in terms of the following characteristics. Please mark the appropriate column.

	Don't Know	Poor	Fair	Good	Excellent
Dependability					
Follows Instructions					
Accepts Responsibility					
Shows Initiative					
Interest in Work					
Works Well With Others					
Organizes Work					
Perseverance on Task					

AREAS OF IMPROVEMENT

If you were considering this individual for a job, what improvements in work habits, interpersonal skills, and job skills would you want to see him/her overcome before being hired?

OVERALL PERFORMANCE

If you were to assign a letter grade for this intern's overall performance, what grade would you assign? Please circle one.

A (=excellent) B C D F(=failure)

Print Supervisor's Name: _____

Signature: _____

Date: _____

**Florida Atlantic University
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INTERNSHIP APPLICATION

Before beginning any internship for which you wish to receive academic credit, you must:

1. Complete this application and submit it to the faculty internship coordinator. Please complete both pages of this application.
2. Obtain an override form from faculty coordinator in order to register for appropriate internship course.
3. Register and pay for internship credit.

Check year and semester you plan to do the internship:

Year: 2____ **Semester:** Fall Spring Summer

Core Courses completed prior to internship:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Other courses or experiences which may qualify you for a placement:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Placement preferences: (Type of Agency and Location):

1. _____

2. _____

3. _____

If placement has already been arranged please provide following information:

Supervisor's Name		Title	
Organization or Agency			
Address		P h o n e	Email
City			

Remember to:

1. Turn this form into faculty internship coordinator.
2. Obtain an override in order to register.
3. Register and pay for the internship credit.
4. With your internship supervisor complete the training agreement and return to the faculty internship coordinator no later than the first week of the internship.
5. During the internship keep in contact with your faculty internship coordinator.
6. Keep internship log and write internship papers.
7. Complete Student Evaluation of Internship form and have internship supervisor complete Evaluation of Intern form.
8. Turn all work and forms into faculty internship coordinator by deadline.

I understand the requirements of the internship and will comply with all requirements.

Signature: _____

Date: _____

