**Internships**

**An Internship Learning Contract (INT)** includes applied work experience that is negotiated among a student, a field supervisor in an organization or business, and an Evergreen faculty/staff sponsor. The student arranges to spend an agreed-upon number of hours (paid or unpaid) working with an organization, engaging in activities that provide new learning for the student and at the same time benefit the host organization. Many internship contracts also include an academic component which the student negotiates with the faculty sponsor.

It is *important* that students have an opportunity to become amply oriented to the MPA program before undertaking a credit-generating internship. **Students must complete two (2) quarters of MPA first year core coursework before registering for a credit-generating internship**, so that typically students must wait until the Spring quarter of their first year to undertake a graduate internship contract.

Internship credit will count toward the MPA degree as part of a student’s elective credits. No more than 4 hours of graduate internship credit can be counted towards the MPA degree.

**Sample:** [Internship](http://www.evergreen.edu/individualstudy/docs/INT%20Example)

**Overview:**

**Find an Internship Organization**  
First, check-in with the Community Based Learning and Action Center and/or go to [my.evergreen.edu](http://my.evergreen.edu/) to enter the Community Opportunities Database (CODa) to help you find an internship organization.  **Tips to help you find an internship:** [Interview Tips](http://www.evergreen.edu/individualstudy/interninterview.htm),  [View Sample Internship Resumes](http://www.evergreen.edu/individualstudy/sampleinternships.htm) and [Writing an Internship Resume](http://www.evergreen.edu/individualstudy/writinginternshipresumes.htm).

**Plan Ahead -** Meet with an [Academic Advisor](http://www.evergreen.edu/evergreen.edu/advising/home).   
The earlier you plan and begin to create a draft contract the more likely you will be able to [find a sponsor](http://www.evergreen.edu/individualstudy/findasponsor.htm) and be successful in developing your contract.  Use an [Activities Timeline](http://www.evergreen.edu/individualstudy/activitiestimeline.htm) to help you consider the amount of work you will need to do to earn the credit you are seeking. It is important to contact a potential sponsor and field supervisor at least a full quarter in advance of the quarter you would like to do a contract and make sure there is no [conflict of interest](http://www.evergreen.edu/individualstudy/docs/ConflictofInterestPolicy.pdf) between you and the sponsor and/or field supervisor.  At this point in time it is also important to check and see if your internship is [employment related](http://www.evergreen.edu/individualstudy/eriinformation.htm).

**Negotiate and Get Feedback**  
Once you have a commitment from a Field Supervisor and potential sponsor, you will negotiate specific learning objectives, learning activities, subcontractor support, academic support, evaluation, and appropriate award of credit. Also, as you develop your contract, be sure to review the [Academic Deans' Review Criteria](http://www.evergreen.edu/individualstudy/deanscriteria.htm) that the deans use to approve or not approve your contract prior to registration. Use the online contract process to share a draft contract to begin negotiation with your sponsor.

When developing a contract both the student and sponsor should discuss use of technology with regard to working on the contract over the term. The faculty sponsor’s requirements for use of technology by the student must refer to technology that the college currently administers and supports.

You must negotiate with an approved sponsor (a faculty or staff member) well in advance of the quarter for which you will be doing the activities of the contract. For example, if you want a contract for fall quarter, spring quarter is the time to negotiate. If you both agree to commit to the contract, that faculty or staff member becomes your sponsor.

**Submit for Final Approvals**  
Once you have received feedback on your contract and all of the terms of the contract have been negotiated, you will be directed by the online contract process to submit your contract for final approvals. Follow the steps for obtaining approvals illustrated with a red icon in the "Steps to Complete Your Contract" menu that is listed on the right side of your screen once you are in working on your contract.

**Get Started:** [Online Contract Process Overview](http://www.evergreen.edu/individualstudy/onlinecontractprocess.htm)