

The People Involved

Student Intern

The student intern is a well-prepared student interested in obtaining professional knowledge by applying knowledge learned in the classroom to real life situations. Responsibilities of the intern include:

- Identify a faculty member who agrees to serve as PEA advisor for the internship
- Work in a responsible and professional manner
- Determine work schedule and establish goals for the internship with Site Supervisor
- Maintain regular communications with Site Supervisor and PEA advisor
- Complete weekly work log, end of the semester reflection paper and evaluation

Intern Site Supervisor

The intern Site Supervisor is an employee of the Campus Partner organization who is knowledgeable about the organization's processes and procedures. Responsibilities of the intern Site Supervisor include:

- Help determine work schedules for the intern.
- Provide the interns with information and training
- Provide the interns with a workplace, and proper equipment (computer, phone, etc.).
- At the end of the project, evaluate the intern's performances, and send the evaluations to the PEA advisor.
- Provide PEA with feedback about the internship successes and failures.

PEA Advisor

The PEA advisor is a UWGB faculty or staff member that acts as a liaison between the interns and campus. Responsibilities of the PEA advisor include:

- Help students identify and secure internships in their field of study
- Maintain regular communication with Intern and Campus Partner Site Supervisor
- Review intern's work and assign grade at the end of the semester

Career Ready Internship Grant

UW Green Bay Center for Public Affairs (CFPA) and Environmental Management and Business Institute (EMBI) received funding of \$150,000 from Great Lakes Higher Education.

The Internship Grant enables qualifying students to earn \$12/hr. for their internship experience in a public or nonprofit organization.

Semesters included are: Fall 2014, Spring 2015, Summer 2015.

Students must apply and be accepted to receive grant funding, based on the following criteria:

- junior/senior academic standing
- demonstrate financial need as determined by the Financial Aid office

After a student is accepted to receive grant funding, they are matched with an available internship.

Internships must be new opportunities or previously unpaid placements.

For More Information

PEA Internship Coordinator

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Internship Grant Coordinator

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Public & Environmental Affairs Department

Internship Program

Internships are an opportunity for students to receive professional experience by applying their course-work to real-life situations. The Public and Environmental Affairs (PEA) faculty is committed to making internships a quality experience for our students. The PEA Internship Program focuses on students integrating academic learning with the performance of meaningful work within a community organization.



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360° OF LEARNING

About our Students

The Department of Public and Environmental Affairs offers the following majors: Public Administration (emphases in Nonprofit Management, Public Management, and Emergency Management) and Environmental Policy and Planning. In addition,

Students with a PEA minor also could have majors such as: Business, Democracy & Justice Studies, Human Development, Political Science and more.

PEA students seek internship opportunities in public or nonprofit organizations.

Our students take a variety of relevant coursework that would prepare them to work within different organizations. For example:

Public Administration	Non Profit Management	Environmental Planning
<ul style="list-style-type: none"> • Policy Analysis • Public & Nonprofit Management • Budgeting • Leadership 	<ul style="list-style-type: none"> • Fundraising & Marketing • Evaluation • Public & Nonprofit Management 	<ul style="list-style-type: none"> • Environmental Politics & Policy • Environmental Planning • Environmental Law • GIS

About our Internships

Students work with their internship advisor, faculty members, or the Career Services office to identify, secure and register for an approved internship.

In order to complete an internship, students must be a junior or senior and have a cumulative GPA of 2.75 or above. Students typically complete internships for 3 academic credits, which equates to a total of 150 work hours over the 15-week semester (though it may range from 1-4 credits).

Student interns typically work at the organization's office and work schedules are mutually agreed upon between the intern and Site Supervisor. Student

interns are expected to work in a responsible and professional manner and maintain confidentiality. Below is an outline of additional expectations.

Weekly Work Log

Student interns are required to keep a log in either a notebook, or digital file each week of work times and activities. Some examples of what could be recorded include: what has been worked on for the day, technical questions that arose, any observations, data, or assumptions, as well as any meetings attended during the day. Also, we suggest that the intern keep a separate document listing resource people and their contact information.

Communication

Proper communication between the interns, PEA, and the Campus Partner is crucial for the internship to be a success.

Interns should meet with their Site Supervisor on a frequent basis and should also have regular meetings with their internship advisor on campus.

Interns are also expected to participate in the PEA Department's 'Celebrating Students' event each spring; Site Supervisors are also invited to attend.

Reflection Paper & Evaluation

By the end of the semester, interns must submit a reflection paper summarizing their experience during their internship. It should include:

- Description of your role and the work you completed
- What did you like most/least about your experience
- How did your supervisor impact your overall learning experience
- What connections did you make to classroom learning
- How will your internship affect your future life and career goals

Interns are also required to complete a short electronic evaluation regarding their experience in the internship program.

Agency Requirements

Students may approach an agency requesting an internship, or agencies may identify the desire for a student intern. Organizations interested in hosting an intern should propose to PEA Internship Coordinator a job description of a project or position that offers students a professional experience.

Examples of work done by our interns in the past include:

Planning	Fundraising & Marketing	Grant Writing
<ul style="list-style-type: none"> • Project management assistance • Attendance at board meetings • Data management & analysis • Research 	<ul style="list-style-type: none"> • Campaign development • Marketing events • Community outreach • Attend community events 	<ul style="list-style-type: none"> • Grant seeking • Assisting in the development and writing of proposals • Community research • Attendance at team meeting

Agencies will provide a Site Supervisor/Mentor who will offer the student intern valuable managerial work experiences, training and guidance. Site Supervisors will establish a work schedule and expectations, develop a list of specific goals, and provide any necessary training or orientations.

Regular communication with the intern and the PEA advisor is essential throughout the internship experience.

Site Supervisors are required to complete an evaluation form on their intern's performance at the end of the semester and email it to the PEA advisor; this will be a component of the intern's final grade.

Site Supervisors are invited to attend a 'Celebrating Students' event in May that recognizes our interns, Graduates and Community Partners.