APPLICATION FOR INTERNSHIP REFERRAL & PARTICIPATION

Three Step Process: Identifying, Seeking, Securing

Application must be completed at least one full semester prior to desired semester participation
(early August for Spring, early January for Summer, early May for Fall)

I. IDENTIFYING – Self-Assessment and Matching Interests, Skills, and Aspirations

<table>
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<tr>
<th>NAME</th>
<th>ASU ID</th>
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<tr>
<th>PREFERRED PHONE NUMBER</th>
<th>PREFERRED EMAIL ADDRESS</th>
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<tr>
<th>DEGREE PROGRAM &amp; CONCENTRATION</th>
<th>EXPECTED GRADUATION YEAR</th>
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SEEKING SEMESTER
(exploration, assessment, & job search)

<table>
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<tr>
<th>PARTICIPATION SEMESTER FOR PAF484 (OR URB484)</th>
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(must be one semester after seeking internship)

AREAS OF INTERNSHIP/CAREER INTEREST AND ASPIRATION
(This could include general occupational titles, specific position titles, further education/certification, and both short & long term career goals)

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<tr>
<th>TOP 3-4 MARKETABLE SKILL SETS AND EXAMPLES OF HOW LEARNED AND USED</th>
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(Ex. research, analytical, communication, leadership, management, digital, cultural, creativity ...)

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<th>LIST YOUR WORK VALUES</th>
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(What is important to you to have in the work you aspire to do or workplace? What motivates you?)

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<th>COMPLETE THIS FIRST PAGE</th>
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THEN SCHEDULE TO MEET WITH THE SPA INTERNSHIP COORDINATOR

FOR STAFF USE:

Advising appointment set: _________________________ Developed plan of action: _________________________

Discussed personal/professional goals, School/University Practices, and process for achieving: _________________________
II. SEEKING – MARKET RESEARCH AND JOB SEARCH

Once you have conducted your self-assessment and identified the work-learning experience(s) you need to build your resume and reputation for post-graduate employment, you will need to research the market and conduct a job search within your field of choice. Once you’ve determined your internship search parameters, you will need the ‘tools’ listed at the bottom. Complete this page (2) and schedule a follow up appointment with the SPA internship coordinator for assistance tailoring these tools to your career goals, and confirm their completion.

1. I used these recommended resources for exploration and identification of potential internship opportunities (highlight or circle the resources that were most helpful)

University (ASU) Career and Professional Development Office:

____ schedued peer or career advisor meeting for exploration or assessment tools, help with resume, etc. tools
____ reviewed position descriptions or employer profiles in Handshake e-recruiting system, others as appropriate

SPA Career Coach/Internship Coordinator and Academic Advisor:

____ scheduled meeting for exploration or assessment tools, review of resume, cover letter, or application, networking introduction, social media presence and interview skills, and/or search follow up
____ reviewed position descriptions in Handshake e-recruiting system, SPA jobs bulletin, specific city, county, state or federal agency websites or bulletin subscriptions, or nonprofit organizations, other resources as appropriate

University or SPA Sponsored Activities:

____ attended employer or alumni panel, internship/job fair, ASU-ICMA Student Chapter Professional Development event, or hosted by other ASU/student organizations. Name and date of other event:

______________________________
______________________________

2. (A). List of prospective internship positions you have identified and are/will seek work-learning opportunity

______________________________
______________________________

2. (B). List of prospective/target places with whom you will seek internship (i.e. agencies, organizations, departments)

______________________________
______________________________

2. (C). List of prospective/target people with whom you will seek internship (i.e. public managers, nonprofit directors, department, program or project managers of agencies and organizations, alumni or other employees, family, friends, acquaintances, etc.)

______________________________
______________________________

3. Schedule second appointment with SPA Internship Coordinator

FOR STAFF USE AT SECOND APPOINTMENT:

____ RESUME COMPLETE _______ LINKEDIN PROFILE COMPLETE _______ INTERVIEW PRACTICE COMPLETE
____ LETTER OF INTRODUCTION COMPLETE _______ 30-SECOND NETWORKING INTRODUCTION COMPLETE
III. SECURING – APPROVAL FOR ACADEMIC CREDIT

Once your internship is secured, you will need the following documentation to qualify and gain approval for registration and participation in PAF484 Internship class for academic credit. All documents must be completed and returned to the internship coordinator prior to clearance for enrollment in PAF484 or URB484 Internship course. You can schedule an appointment, drop-off at the office, and/or use fax or email to complete this part of the process.

1. **Student** will provide a position description and a student statement of interest and fit with academic and career preparation and goals.

   **POSITION DESCRIPTION**
   
   Briefly describes the work to be performed, project(s) to be completed, student qualifications, organization’s expectations and outcomes, estimate number of hours per week and number of weeks student will be engaged in the work-learning experience.

   **STUDENT STATEMENT OF INTEREST**
   
   Briefly describes student’s interest in the work-learning opportunity, what they will contribute (classroom knowledge and skills to be used), what skills or knowledge will be learned, and how this learning will enhance the student’s education and preparation for work and career choices after graduation.

   These documents will be reviewed by the internship coordinator to qualify any work-learning opportunity proposed in order to continue in the internship approval process. Once qualified the student can proceed to step two.

2. **Student and employer complete two forms** — a School of Public Affairs Internship Confirmation form and the ASU Core Learning Competencies form, and return to the internship coordinator prior to academic calendar deadlines.

   **SPA INTERNSHIP CONFIRMATION**
   
   (gathers student and intern employer information in one place)

   **ASU CORE LEARNING COMPETENCIES**
   
   (based on position/project description and ASU standards)

3. Internship coordinator uses completed **SPA Internship Confirmation and ASU Core Learning Competencies forms** to generate application for approval of internship for awarding academic credit, and submits via DocuSign online signature system. The agreement document is electronically sent to supervisor/agency and college/university for signature, then stored in the DocuSign repository for the duration of the agreement.

   **AGREEMENT COMPLETED AND STORED**
   
   Check the box if an agreement is on file

   DATE RECEIVED: _______________

4. Once the agreement is approved, the internship coordinator will notify the SPA academic advisor and the student will be cleared (and notified) to register and participate in the PAF484 Internship course during the semester in which they perform the internship. The student will be instructed to register electronically for either 3 or 6 academic credits, depending on the agreement negotiated for the current semester or next semester the course is offered following start of the internship negotiated.

   **STUDENT IS CLEARED**
   
   DATE CLEARED: _______________

   **REGISTERED FOR PAF484 INTERNSHIP COURSE**
   
   DATE REGISTERED: _______________

   After being cleared to register, students have until the University’s posted “last day to register or drop/add without college approval” date to register. Students may find this information at https://students.asu.edu/academic-calendar.
5. **PAF484 Internship course is offered during the C-session of a semester, in fall, spring or summer. In addition to the work performed in the internship, the student must complete course assignments as set by the instructor, throughout the semester in which they are enrolled in the course and performing the work of the internship.** Assignments may include, recording completion of work hours and work tasks performed, reflection or progress notes toward expectations/project completion, participation in discussion board topic writing and response, career development activities with classmates, employer/agency, and/or SPA and University sponsored events.

6. **PAF484 Internship course awards a pass/fail grade.** To earn a ‘pass’ grade students must successfully complete the project/work and hours of the internship, as determined by the employer. And, successful completion of all course assignments, discussion board and class activities, as determined by the instructor.

7. **Document your new learning, skills and experience on your resume and LI Profile, and be prepared to talk about it with your internship and prospective employers and organization, alumni and others who can help promote you!**

**SPA Internship – Important Links**
- [School of Public Affairs (SPA)](#)
- [SPA Internship Beginning Steps](#)
- [Internship FAQs](#)
- [Career and Professional Development Services](#)
- [Internship Resources](#)
- [Career Worksheets, Guides, and Resume Samples](#)
- [Resume Tips](#)
- [Handshake](#)
- [ASU Events](#) (search by the “Land that dream job” tag)