

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

NAME

ASU ID

PREFERRED PHONE NUMBER

PREFERRED EMAIL ADDRESS

DEGREE PROGRAM & CONCENTRATION

EXPECTED GRADUATION YEAR

SEEKING SEMESTER

(exploration, assessment, & job search)

PARTICIPATION SEMESTER FOR PAF484 (OR URB484)

(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)

TOP 3-4 MARKETABLE SKILL SETS AND EXAMPLES OF HOW LEARNED AND USED

(Ex. research, analytical, communication, leadership, management, digital, cultural, creativity ...)

LIST YOUR WORK VALUES

(What is important to you to have in the work you aspire to do or workplace? What motivates you?)

**COMPLETE THIS FIRST PAGE
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:

_____ scheduled 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

DATE RECEIVED: _____

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

DATE RECEIVED: _____

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

DATE RECEIVED: _____

(gathers student and intern employer information in one place)

ASU CORE LEARNING COMPETANCIES

DATE RECEIVED: _____

(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

DATE RECEIVED: _____

Check the box if an agreement is on file

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)