

Summary of Internship

The final requirement of your internship is to complete a 3-4 page memorandum that summarizes your internship activities and provides reflections on its relevance to your MPA coursework. It should describe how you have demonstrated the professional and core competencies expected of MPA students as outlined below:

MPA Core Competencies

- Writes clear and concise communications
- Organizes thoughts and evidence in a logical sequence
- Articulates ideas well
- Communicates at a level appropriate for the intended audience
- Communicates well through formal presentations
- Conducts a thorough literature review
- Effectively applies research/theory to public problems
- Understands and interprets trends and debates in administration
- Develops clear problem statements
- Gathers information from a variety of sources
- Distinguishes between sources of information on the basis of quality
- Identifies and applies appropriate analytical techniques
- Interprets results effectively
- Prepares appropriate graphical representations of data

In particular, you should explain how you were able to integrate public administration theory and knowledge into practice through the internship experience, using specific such as insights gained during your internship, areas in which you acquired new knowledge, challenges that you faced and how they were addressed, and the “fit” of the internship with your interests. You should also incorporate your anticipated career direction in your final summary as well.