

UEP INTERNSHIPS: INFORMATION & REQUIREMENTS

As part of the degree requirements of the master's program, all UEP students seeking an M.A. must – before graduating – complete an Internship that consists of at least 150 hours of supervised work. Placements generally are with nonprofit organizations or government agencies, although on occasion sponsors are private entities or Tufts University itself. A number of Internships provide stipends.

Although students do not receive academic credit, the Internship requirement nonetheless is an important element of UEP's professional masters program. Internships serve several core objectives of our program, including:

- Enhancing professional skills;
- Facilitating the exploration of potential career options;
- Broadening the scope of professional contacts; and
- Providing an opportunity to perform meaningful work in the community.

The Department posts Internship possibilities in the weekly Off The Wall email newsletter, and also in some cases on the bulletin board in the student room at 97 Talbot Avenue. UEP faculty are available to provide general advice, guidance and, often, specific contacts. However, students are expected to secure their own placements.

Typically, UEP hosts at least two yearly information sessions on Internships, and the Department's Internship Coordinator (Rusty Russell) is always available for consultation. Moreover, UEP's internal Blackboard website contains a great deal of additional information on recent Internships, faculty interest areas, stipends and funding.

Basics

To complete your UEP Internship, you should:

- devote at least 150 hours to your Internship;
- demonstrate (via the Internship Agreement and your Learning Assessment) that your Internship meets at least one of your career goals; and
- explain (in your Learning Assessment) how your Internship has provided an opportunity for significant learning in a field relevant to your program of study.

Required Documentation

To show that you have met the Internship requirement, you need to submit three documents to the UEP Coordinator of Field-Based Education (the Internship Coordinator). The first is due just before your Internship begins, and the second and third immediately following its completion.

1. **Internship Agreement.** Signed by the student, the site supervisor and the Internship Coordinator, this document describes the learning and professional

goals of the Internship, among other things. It should be submitted before the Internship begins so that the Internship Coordinator can sign off on your planned activities and determine that they will meet the Internship requirement; failure to do so could result in disqualification of all or part of an Internship already completed.

You will find the Internship Agreement form on the UEP website (http://ase.tufts.edu/UEP/Degrees/intern_agreement.pdf) and on Blackboard (see below). Please fill out this form, sign it, have it signed by your supervisor/coordinator at the organization where you plan to work, and then forward it to the Internship Coordinator's UEP mailbox for review (and, in most cases, approval.) If questions arise, you'll be contacted promptly. Once the agreement is approved, the Internship Coordinator will keep the original on file and place a copy in your UEP mail folder.

2. **Supervisor's Evaluation.** Written by the person who most closely supervised your work at the Internship site, this document consists of a summary of what you accomplished and an assessment of the quality of your work. It should be submitted within two weeks after the completion of your Internship. Although there is no set form or format, supervisor evaluations usually are a page or two in length, and arrive by fax, mail or email. The supervisor is expected to submit the evaluation directly to the Internship Coordinator, but is strongly encouraged to share the results with you. You are responsible at the start of your internship for letting your supervisor know that an evaluation will be required when your internship ends. Still, if you are not successful in getting this document forwarded to UEP, please let the Internship Coordinator know right away.
3. **Your Student Learning Assessment.** This report – 3 to 4 pages in length (approximately 1,200 words) and written by you – provides a review and assessment of your Internship experience. The assessment should include (i) a brief description of your duties and work products (if any), (ii) a summary of what you learned, (iii) a brief commentary about the strengths and weaknesses of the experience (this is very important), and (iv) your view of whether the organization you worked with would be receptive to (and a good place for) future UEP Internships. This also is to be submitted within two weeks after the completion of your Internship. (Please write your name and the date on the document, and keep a copy.) You don't need to submit your Internship work product to the Internship Coordinator.

Note that Degree Sheets – which you need in order to graduate – will not be signed or sent to the Graduate School until all of the Internship documentation outlined above has been submitted, reviewed and approved by the Internship Coordinator. Degree Sheets are filed at the beginning of the semester in which you intend to graduate (for instance, in late January for May graduation). They must be reviewed, approved and signed by your academic advisor and the UEP Department Chair. Deadlines for filing Degree Sheets are posted in the Graduate Student Handbook, available at: http://gradstudy.tufts.edu/GradStudy-Page-gradstudy2ws_1176904811945.html.

FAQs

Q1: Can the Internship requirement be waived?

A1: No.

Q2: How do I find an Internship?

A2: There are a number of ways to do this. You might start with the data on the Internship section of the UEP Blackboard site, read the weekly Off The Wall Internship listing, talk to other UEP students, call or meet with the Internship Coordinator, attend Internship panels, contact current or former employers, review the websites of organizations of interest, or speak with members of the faculty (faculty interest areas and Internship connections also are posted on Blackboard).

Q3: Can I split my Internship among several organizations?

A3: An Internship is designed to give you a sustained experience. Thus, segmentation is discouraged. An Internship of the minimum number of hours that is split among more than two organizations will generally not be approved. An Internship split between two organizations that have related goals or that will involve more than 150 hours may be acceptable. If you would like to divide your time among more than one group, please discuss it in advance with the Internship Coordinator.

Q4: I'm working at an off-campus job already. Can I turn it into an Internship?

A4: Often you can. The key is to identify a part of your work that meets the Internship criteria. For instance, you might be performing internal office management work for a nonprofit but also participating in one of its community outreach programs. The latter might qualify for an Internship, if it meets the other requirements outlined above.

Q5: I've asked my supervisor more than three times to forward an evaluation to the Internship Coordinator, but to no avail. What should I do?

A5: Bring this to the immediate attention of the Internship Coordinator. The Internship Coordinator or Department Chair may contact your supervisor. In extraordinary circumstances, the need for a supervisor's evaluation may be waived. (Note that, at the beginning of your Internship, you need to tell your supervisor that an evaluation will be required at the end.)

Q6: I produced a report as part of my Internship. Should I submit it with my student learning assessment?

A6: No. Although you'll almost certainly discuss in your learning assessment the work that you produced, you do not need to provide copies to the Internship Coordinator.

Q7: If I plan to graduate in May, do I need to submit all of the required Internship documents to the Internship Coordinator before Grade Sheets are signed in January?

A7: Yes. However, if your Internship is continuing when Grade Sheets are due, let the Internship Coordinator and the Department Administrator know. In this instance, your student learning assessment and the supervisor's evaluation may be submitted after the January deadline. However, both documents must be received by May 1 or the awarding of your degree may be delayed.

Q8: How many Internships are funded?

A8: It varies from year to year, but a look at the Internships of UEP students who entered the program in 2005 found that nearly 60% them were funded, with the average stipend (adjusted to 150 hours) about \$2,500 (with the range \$500 to \$5,000). Information on funding available from sources at Tufts, including UEP, is posted on the Internship section of the UEP Blackboard site.

Q9: Do students work more than 150 hours on their Internship?

A9: Although additional work is not required by the UEP program, many students do work more. A February 2007 Internship survey found that 25 of 30 respondents worked more than 150 hours. The range was 1.5 hours to 700 hours, with the average an additional 196 hours.

Q10: Do Internships lead to thesis projects?

A10: They often do. Of 30 students who replied to the recent survey, 37% reported that the Internship had inspired their thesis and 43% stated that the two were topically related.

Q11: I am enrolled in a joint (or dual) degree program. Do I need to complete UEP's Internship?

A11: Yes – whether you are in a joint or a dual degree program. If the other department has an internship requirement, too, and one or more of its criteria differ from those of UEP, the more rigorous criteria will apply.

For Further Information ...

Further information on Internships is available at UEP. Here are some places to look:

1. Each fall and spring, UEP staff and faculty host an Internship planning meeting open to all. In the past, these meetings have included panels of second-year students discussing their own Internship experiences. Other programs may include area organizations (perhaps with ties to UEP) that seek interns.
2. Information about Internships – including requirements and the Internship Agreement form – is posted on the UEP website, at:
<http://ase.tufts.edu/UEP/Degrees/Internships.aspx>.
3. Extensive information about Internships, including data about past sponsors and potential sources of financial support, is posted on Blackboard. You will find Internships as a sub-topic under the generic “Urban and Environmental Policy and Planning” heading.
4. Links to organizations that in the past have hosted interns (or that are promising prospects) are posted on the UEP website, at:
<http://ase.tufts.edu/uep/Careers/CareerResourcesInternships.aspx>.
5. Note that Internship sponsors can now post Internships directly to the Off The Wall weekly electronic newsletter by filling out a form on line, at:
<http://ase.tufts.edu/uep/Careers/SubmitInternship.aspx>.
6. The Internship folder on the UEP Blackboard site also features brief profiles of faculty interests and lists areas in which faculty members may be particularly helpful in offering Internship advice.
7. For additional information about Internships, please contact Rusty Russell, Internship Coordinator, at UEP: Rusty.Russell@tufts.edu or 617/627-2220.

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