



Educational Contract (Form EC)

School of Public Affairs and Administration
Western Michigan University
220 E. Walwood Hall
Kalamazoo, MI 49008-5440
(269) 387-8930

Student: _____

Organization/Agency: _____

Date: _____

I. INTERN SUPERVISOR (to be completed by host organization/agency supervisor)

Name: _____

Position: _____

Length of service at agency: _____

II. STUDENT ORIENTATION

Date completed: _____

III. EDUCATIONAL PLAN

A. Educational Goals:

1. Test theories, concepts, and philosophies
2. Test skills in management, supervision, and leadership
3. Engage in self-evaluation and assessment of the internship agency
4. Establish positive interpersonal and professional relationships
5. Observe and develop the values and ethics of professionals
6. Develop, plan, and carry through with projects

B. NASPAA Domains

To gain knowledge and skills in (student to identify – selecting/circling 1 or more of the following):

1. Lead and manage in public governance
2. Participate in and contribute to the policy process
3. Analyze, synthesize, think critically, solve problems and make decisions
4. Articulate and apply a public service perspective
5. Communicate and interact productively with a diverse and changing workforce and citizenry



Professional Field Experience (Internship) PADM 7120 for Graduate Students

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- C. Describe the projects, programs, or activities for which the student will be providing support (to be completed by student and supervisor) and indicate which Domain is addressed by each project, program, or activity:

Project, Program, Activity

Domain

IV. PERSONNEL DETAILS: (be specific to avoid miscommunication and misunderstandings)

- Work Schedule (days and hours)
- Holiday, Vacation, and sick leave arrangements
- Other requirements/arrangements to be made
- Compensation
- Mileage Reimbursement
- Medical Examination, Test, Vaccination Requirements and Cost
- Criminal Conduct Check Requirements



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V. EVALUATION

Formal evaluation will take place upon completion of the internship (300 hours) using the following criteria (as applicable): to apply theories and techniques of leadership and management in contexts of public governance; to demonstrate the ability to participate in and contribute to the public policy process; to analyze problems, synthesize information, think critically, and make evidence-based decisions in order to solve public and collective problems; to articulate and apply a public service perspective focused on common good, liberty, social justice for all, and democratic governance; and to communicate and interact productively with a diverse and changing workforce and citizenry. Additional evaluations conducted by the sponsor organization/agency must be communicated to the PADM 7120 professor.

VI. AGREEMENT

I (student) _____ agree that it is my intention to complete this internship according to the guidelines and procedures of Western Michigan University to the best of my ability and complete all requirements as designated by the Western Michigan University.

Student Signature

Date

Organization/Agency Intern Supervisor Signature

Date

WMU PADM 7120 Professor Signature

Date