

GUIDELINES FOR FEMP INTERNSHIPS OKLAHOMA STATE UNIVERSITY

I. PURPOSE OF INTERNSHIPS

Internships provide students with work experience to give them realistic exposure to functions, processes and actions of governmental institutions at the federal, state, and local levels. Such practical experience is a valuable and appropriate component of the Fire and Emergency Management Program (FEMP), especially for **pre-service students**. **In fact, an approved internship experience is a FEMP requirement for pre-service students.** When an internship is integrated with relevant coursework, directed readings, and preparation of scholarly papers, the experience enhances and augments classroom education.

Internships are characterized by regularly scheduled and sustained participation in the activities of organizations such as municipal fire departments, state-level emergency management offices, or the Federal Emergency Management Agency. Internships include opportunities to observe and contribute to the dynamics and responsibilities of a specific work environment and to gain an understanding of the larger political system in which public organizations exist.

These guidelines explain eligibility for enrollment, as well as the structure and evaluation of both the academic and the work components of a FEMP internship. Please read the information carefully. In planning your internship, YOU are responsible for following these guidelines.

II. GUIDELINES

Eligibility

A FEMP student in good academic standing is eligible to apply for three (3) hours of internship credit in POLSC 5030 – Political Science Internship. The Internship counts as elective credit only. **Admission to POLSC 5300 is gained only by permission.** No student should enroll in POLSC 5030 without *Internship Form A* signed by the Coordinator of the Fire and Emergency Management Program. The FEMP will accept responsibility for supervising interns only when the internship is part of an integrated plan for enhanced administrative/political education.

Placement

Each student must arrange his/her internship with the FEMP Coordinator **PRIOR to enrollment**. The FEMP Coordinator will assist students in securing internships. Students are encouraged to seek internships, but must have the permission of the FEMP Coordinator to enter into an internship arrangement. Students **CANNOT** serve an internship in their own agency or department, unless, of course, the internship is in another section or division. The FEMP Coordinator's decision about the appropriateness of an internship experience is final.

Duration and Timing

FEMP requires that internships be opportunities for sustained involvement. Thus, a commitment of **at least 160 hours** over an extended period is expected for the working experience to be useful in meeting the purposes of an internship.

Formal Agreement

The Department requires a formal internship agreement to be co-signed by the student and the FEMP Coordinator (see FORM A below) prior to enrollment in POLSC 5030. In addition, the FEMP must have on file a statement from the person directing the internship (see FORM B below). The statement must describe the nature and duration of the internship, including the types of responsibilities to be assigned, the anticipated work schedule, the anticipated beginning and ending dates, and the kind of supervision the intern will have.

Compensation

The availability of compensation does not affect the academic validity of the internship. As a general policy, the FEMP prefers that students be compensated through a fellowship, stipend, or salary from the agency involved. However,

compensation is normally determined by the agency granting the internship. The FEMP will not negotiate or request compensation for an internship.

Evaluation

Evaluation is a continuous and on-going aspect of any internship program. The FEMP expects internship supervisors to communicate frequently with the interns regarding performance. Before the conferral of a final letter grade for the internship experience, the FEMP requires a final, written assessment of the intern's progress from the internship supervisor. In addition, each intern must submit to the FEMP Coordinator a self-evaluation, an evaluation of his/her experience, and all required materials for credit. It is important to remember that merely satisfying the minimum 160 hours of work experience alone does not constitute reason for the grade of "A."

Academic Credit

Students are limited to enrollment in 3 hours of POLSC 5030 Internship unless the FEMP Coordinator deems additional hours to be appropriate. Students may earn no more than 6 hours of credit in POLSC 5030 Internship.

1. Enrollment: Internships must be planned and integrated into a student's overall academic program in order to constitute a learning experience. Applications for and enrollment in POLSC 5030 must be completed in advance of the internship. No "retroactive" enrollments will be allowed.

2. Grades: A grade of "A," "B," "C," "D," or "F" will be awarded after the completion of the internship. The supervisor's evaluation of the student intern will be taken into consideration when a grade is awarded. Academic credit is based upon the academic product derived from the internship, not from participation in the internship alone.

III. ACADEMIC REQUIREMENTS

Academic credit will be awarded by FEMP only for internships that (1) provide a genuine learning experience and (2) are carefully integrated into a student's overall academic program. Each of the following three criteria must be met satisfactorily before a final grade is awarded:

Work Assignments

The internship assignment must give the student a chance to become aware of his/her obligation as a professional person in the internship setting. Thus, both the work supervisor and the academic sponsor must see that work assignments provide both opportunities for the student to become acquainted with the work of the agency/department, and the opportunity to be involved in the significant work of the particular office. The work supervisor must provide an evaluation of the student's performance so that this aspect of the internship can be included in the final assessment.

Reading Assignments

The coordinator will assign readings. These readings will be related as closely as possible to the internship assignment so that the student can gain a depth of understanding and appreciation of the work experience.

Written Assignments

Each intern must write an academic paper that integrates his/her internship experience with relevant academic literature. The FEMP Coordinator and the student will determine the specific focus of the paper. However, one aspect of the paper shall be a demonstration of how the intern's experience enhanced his or her understanding of organizational theory and behavior. The size and scope of the paper will be appropriate to the number of credit hours in which the student is enrolled. A journal of activities is valuable as a basis for recollection, reflection, and reference for the paper. However, a journal will NOT satisfy the writing requirement.

IV. APPLICATION PROCESS

Applications for FEMP internship credit should be submitted for approval to the FEMP Coordinator prior to the anticipated semester of enrollment. The following information must be included as part of the application package:

1. FEMP Internship Form A: Permission to Enroll
2. FEMP Internship Form B: Intern Supervisor's Statement
3. FEMP Internship Form C: Intern's Statement of Purpose

All application material should be sent in one packet to the following address:

FEMP Coordinator
Department of Political Science
Oklahoma State University
Stillwater, OK 74078

Grading

The internship grade you receive will be based on your internship reports (see below). The factors taken into account when grading papers include organization (thoroughness and clarity), proper English usage (syntax and grammar), evidence within the report of the application of knowledge derived from the internship, and an analysis/synthesis of the additional readings required by the FEMP Coordinator. A journal, which provides general information about an intern's responsibilities and progress, is also mandatory.

Paper Due Date

The internship report is due the first day of finals week during the regular semester or the final day of classes during the summer session. You should submit copies of your reports to your internship supervisor.

V. GUIDELINES FOR FEMP INTERNSHIP REPORTS

Internship Report A

As part of the requirements of your internship, you must prepare a 25 to 40 page, typewritten and double-spaced internship report. The report should contain three components: an organizational analysis, a discussion of organizational activities, and the additional requirements specified below. Each component is explained in greater detail below.

Part 1 of Internship Report A--Organizational Analysis

Using public administration concepts and terms (see the Gortner et al. text, for example) prepare a detailed analysis of the organization in which you are serving as an intern. Your organizational analysis should, at the minimum, address the following questions:

- | | |
|---|--|
| <input type="checkbox"/> When and why was the agency created? | <input type="checkbox"/> What is the budget of the agency and how is the budget formulated? |
| <input type="checkbox"/> What are the goals and objectives of the organization? | <input type="checkbox"/> What other organizations provide similar services within the same or adjacent jurisdiction? |
| <input type="checkbox"/> How is performance evaluated? | <input type="checkbox"/> What is the relationship of the organization with other jurisdictions providing similar services? |
| <input type="checkbox"/> How many employees are in the organization? | <input type="checkbox"/> What type of support does the organization receive (e.g., politically, adequacy of funding, by various interest/community groups)? |
| <input type="checkbox"/> How is the organization staffed (e.g., merit system or patronage)? | <input type="checkbox"/> Offer an analysis of the degree to which services are delivered by the organization efficiently, effectively, responsibly, and equitably? |
| <input type="checkbox"/> What is the organizational structure of the agency? (Include an organizational chart in your report.) | <input type="checkbox"/> Based on Osborne and Gaebler's book <i>Reinventing Government</i> , how would you "reinvent" the organization? |
| <input type="checkbox"/> Explain in some detail the administrative implications associated with the type of structure the organization employs. | |
| <input type="checkbox"/> Who does the organization serve (i.e., who is the clientele of the agency)? | |
| <input type="checkbox"/> What services are offered by the organization? | |

Note: Some internships do not readily lend themselves to each of these criteria. Using your best judgement, respond only to those items that are appropriate. Feel free to consult the FEMP Coordinator for clarification.

Part 2 of Internship Report A – Organizational Activities

Specify in some detail:

- (1) your duties in the organization (provide copies of reports prepared)
- (2) special events that occurred during the internship (e.g., trips that you took, meetings attended, etc.)
- (3) what you learned about the operation of complex organizations as a result of the internship experience
- (4) recommendations you would offer your internship supervisor to improve/enhance organizational performance, effectiveness, productivity, etc.

Prepare your report in an organized and logical format.

Internship Report B – Journal

In addition to your formal report, you will need to provide a brief journal of your daily activities. This is to be general account (rather than minutely detailed) and should provide you with information about activities that took place during your internship, responsibilities delegated to you, and the manner in which you handled these activities. This should help you in organizing and writing the organizational activities portion of your report. You will be required to submit this journal to the FEMP Coordinator.

Internship Report C – Specialized internship paper as specified by the FEMP Coordinator.

This paper should not exceed 10 typed pages and may take the form of a policy paper, literature review, cost-benefit analysis, etc. The primary purpose of this paper is to ground the intern experience in the academic literature.

**FEMP INTERNSHIP FORM A
PERMISSION TO ENROLL IN POLSC 5300
Fire and Emergency Management Program
Oklahoma State University**

Date: _____

Intern's Name: _____

OSU ID Number: _____

Contact Address: _____

Credit Hours Requested: _____

Organization for Internship: _____

Intern Supervisor's Name: _____

Mailing Address: _____

Phone: _____

E-Mail: _____

Internship Period: _____

Average Hours of Work per Week: _____
(Internship must equal no less than 160 hours)

Student's Signature: _____

Intern Supervisor's Signature: _____

FEMP Coordinator Signature: _____

**FEMP INTERNSHIP FORM B
INTERN SUPERVIOR'S STATEMENT
Fire and Emergency Management Program
Oklahoma State University**

Description of intern's work:

Description of supervision provided for intern:

**FEMP INTERNSHIP FORM C
INTERN'S STATEMENT OF PURPOSE FORM
Fire and Emergency Management Program
Oklahoma State University**

What is the purpose of the internship?

How does the internship fit into your academic program?

INTERNSHIP EVALUATION FORM

PLEASE RETURN FORM TO:

**FEMP Coordinator
Fire and Emergency Management Program
Department of Political Science
Oklahoma State University
Stillwater, OK 74078**

Intern's Name: _____

Date of Internship: _____

Organization: _____

Intern Supervisor: _____

Phone: _____

Consider and comment on performance based on the following scale:

- 5---Excellent performance
- 4---Above what we expect of an intern
- 3---Consistent with what we expect from an intern
- 2---Below what we expect of an intern
- 1---Unacceptable performance
- NA-Not applicable for this internship experience

Please circle the response that you believe most accurately reflects this intern's performance:

Dependability.....	5	4	3	2	1	NA
Motivation and initiative	5	4	3	2	1	NA
Attitude	5	4	3	2	1	NA
Ability to learn.....	5	4	3	2	1	NA
Communication skills (written and oral)	5	4	3	2	1	NA
Quality of work produced.....	5	4	3	2	1	NA
Productivity.....	5	4	3	2	1	NA
Judgment	5	4	3	2	1	NA
Ability to work with others.....	5	4	3	2	1	NA
Overall rating of intern	5	4	3	2	1	NA

What new skills did the intern acquire during the internship?

What area of improvement would you recommend for the intern?

Additional comments you would like to make concerning this intern: