

**Troy University**  
**Master of Public Administration Program**

**A. INTERNSHIP MEMORANDUM OF UNDERSTANDING**

PA 6694 Masters of Public Administration (MPA) Internship

The Troy University graduate student named below will complete a three hundred (300) hour graduate internship at the organization named below as three credit hours for the MPA PA6694 Internship course.

The MPA Internship will focus on the following project(s):

A.

B.

C.

**Graduate Intern Results:**

Student will provide a hard copy of any resulting Internship produced documents, including a research proposal and report summarizing what he/she learned in terms of the Public Administration Internship objectives from the above experience. The student is solely responsible for actions and performance on the job.

**Organization Representative:**

The Organization Representative named below will supervise the intern and will provide direction for all graduate internship projects on which the student will work, as well as feedback at the end of the internship; the intern's PA6694 instructor will provide an evaluation form.

The Organization Representative will submit a signed written statement verifying the student accomplished 300 hours with the organization and his/her performance was satisfactory. The intern's PA6694 instructor will provide the form.

**PA6694 Instructor:**

The Instructor will provide guidance for the intern as needed and will provide standardized forms to the Organization Representative for evaluating the intern. The Instructor is also responsible for assigning a grade to the student based on his or her performance in the internship course. The Instructor will serve as a representative of Troy University in this internship arrangement. However, Troy University disclaims liability for any damages, bodily or otherwise, incurred by or caused by students as a result of this internship.

Internship will be (check one) Paid: \_\_\_\_\_ Unpaid: \_\_\_\_\_

(If paid, state the amount here \_\_\_\_\_)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Student

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Organization Representative

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
PA6694 Instructor

