UEP INTERNSHIPS: INFORMATION, REQUIREMENTS & FAQs

As part of the degree requirements, 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 firms or Tufts University itself. A number of Internships provide stipends.

Although students do not receive academic credit for the Internship, the requirement nonetheless is an important element of UEP’s M.A. 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 Internship also addresses important elements of the Department’s core competencies. It provides an opportunity for significant learning in a field relevant to your interests and to at least one of your career goals, and it enables you to reflect on the role of ethics in professional policy and planning processes, practices and behavior.

The Department posts Internship opportunities in the weekly Off The Wall newsletter (emailed to all members of the UEP community), and 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. And LinkedIn listings and services increasingly have become an important source of information and ideas. Nonetheless, students are expected to take the lead in securing their own placements.

The Department’s Internship Coordinator (Barbara Parmenter) is always available for consultation (barbara.parmenter@tufts.edu or call 617-627-3394). Also, UEP’s internal Trunk website (at UEP Students → Resources → Internships) contains a great deal of additional information about past Internships, faculty interest areas, stipends and funding.

Required Documentation

To show that you have met the Internship requirement, there are four requirements.

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 same page of the UEP website as this document and on Trunk (UEP Students). Please fill out this form, sign it, have it signed by your supervisor/coordinator at the organization where you intend to work, and then leave it in the Internship Coordinator’s UEP mailbox for review (and, in most cases, approval).\(^1\) 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.** The Supervisor’s Evaluation is an online survey which should be completed by the person who most closely supervised your work at the Internship site, **within two weeks after the completion of your Internship.** You are responsible at the start of your internship for letting your supervisor know that an evaluation will be required when your internship ends. Email the coordinator the following URL link to complete the Supervisor Evaluation:

   [https://tufts.qualtrics.com/SE/?SID=SV_br3MzaMRvQqh6a9](https://tufts.qualtrics.com/SE/?SID=SV_br3MzaMRvQqh6a9). Please copy the Internship Coordinator when you email the Supervisor Evaluation link to your supervisor. The Internship Coordinator will let you know when the survey has been completed.

   This survey is confidential, and the results will not be shared with you, except for one optional question. Nonetheless, we strongly encourage you to ask the supervisor for informal assessment and advice.

   Note: If your supervisor does not read English or is otherwise unable to do the survey, please inform the internship coordinator and arrange for your supervisor to send a letter or email directly to the Internship Coordinator with his/her evaluation. We will have the letter translated.

3. **Your Student Learning Assessment.** You should complete this *Student Learning Assessment Survey* ([https://tufts.qualtrics.com/jfe/form/SV_0VqDayxo7EdTLfL](https://tufts.qualtrics.com/jfe/form/SV_0VqDayxo7EdTLfL)) within two weeks after the completion of your Internship. Please let the Internship Coordinator know when you have completed it to your satisfaction. You don’t need to submit your Internship work product to the Internship Coordinator. Your answers on this survey are confidential, and the results will not be shared with other students, except for one optional question that asks you if you would like to share anything.

4. **Sign up for UEP 299 Internship.** You should sign up for this non-credit course for the Fall if you finish your internship during the summer. Otherwise sign up for it the semester when you will complete your internship. The Internship Coordinator will assign a grade of “Y” for ongoing internships or “S” once all the documentation is

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\(^1\) Or, you can scan it and email it to the Internship Coordinator as a .pdf file.
completed. You must have an “S” to graduate. Note: all MA students, including dual degree students, need to register for UEP 299 even if you are also registered for an internship course in the other program.

Note that the on-line Applications for Graduation – which you must complete in order to graduate – will not be sent to the Graduate School until all of the Internship documentation outlined above has been submitted, reviewed and approved by the Internship Coordinator. Applications for graduation are filed several months prior to your intended graduation date (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 Application for Graduation are posted in the Graduate Student Handbook.

Frequently Asked Questions (and Answers):

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 Trunk site, read the weekly Off The Wall Internship listings, talk to other UEP students, search LinkedIn (where details about many UEP grads are to be found); call or meet with the Internship Coordinator, attend Internship information sessions, contact current or former employers, review the websites of organizations of interest, or speak with members of the faculty.

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: We will try very hard to make this work for you. The key is to identify a part of your work that satisfies the Internship criteria. For instance, you might be performing internal office management for a nonprofit and 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 complete the online Supervisor Evaluation, 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, when it ends, an evaluation will be required.)

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 of your work product 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 the Application for Graduation is signed (e.g., in January for a May graduation)?
A7: Yes. However, if your Internship is continuing when the Application for Graduation is 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 surveys must be received by May 1 or the awarding of your degree may be delayed.

Q8: How many Internships carry stipends? What other funding sources are available?
A8: This varies from year to year, but a look at the Internships of UEP students who entered the program in 2007 through 2011 (based on data available as of Sept. 24, 2012), found that 58% them were funded, with stipends (adjusted to 150 hours) averaging $2,281 (median = $2,250). The range was $88 to $7,000 – again, adjusted to 150 hours. Of those funded, 8 were paid as part of an ongoing job (and are not included in the stipend levels listed here). Information on funding available from sources at Tufts, including UEP, is posted on the Internship section of the UEP Student Trunk site (under Resources).

Q9: Do students work more than 150 hours on their Internships?
A9: Although additional work is not required by the UEP program, many students do work far more. A February 2007 Internship survey found that 25 of 30 respondents worked more than 150 hours. The range beyond that floor 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 2007 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 also has an internship requirement and one or more of its criteria differ from those of UEP, the more rigorous criteria will apply. Either way, however, the three documents described here must be submitted to the UEP Internship Coordinator.

Q12: How many students complete Internships outside of Massachusetts, and outside of the U.S.?
A12: Here is the relevant information for UEP students entering the program from 2007 through 2011 (as of Sept. 24, 2012):
- Total number of students who had begun (and in many cases completed) their Internship: 188
- Number of Internships outside of Massachusetts, but in the U.S.: 35
- Number of Internships outside of the U.S.: 12

Q13: When am I notified that the three required Internship documents have been properly submitted?

A13: As soon as you submit it to the Internship Coordinator, the Internship Agreement will be signed by the coordinator, with a copy placed in your UEP mail folder. If you have emailed the Internship Coordinator that you have asked for the Supervisor Evaluation, the Coordinator will let you know when it is submitted. If you do not hear back, you should check with the Coordinator and if necessary remind your Supervisor to fill out the online form! As soon as all three documents have been submitted, the coordinator will email you to note that your UEP Internship requirement has been fulfilled.

(Revised April 2016)