

UCR School of Public Policy
Undergraduate Internship
Fall 2017
PROGRAM GUIDELINES & APPLICATION FORM

Overview

The UCR School of Public Policy offers select internship opportunities to undergraduate Public Policy majors who demonstrate strong academic aptitude and commitment to further advance their practical learning experiences. This unique internship opportunity is focused on professional development and designed to provide undergraduate students hands-on policy work in local, regional and special district agencies in the Inland region. A primary focus is for students to prepare for full-time employment in local government careers that help enrich the communities they live in.

UCR School of Public Policy internship candidate selections are based upon a myriad of factors, including academic standing, desire to serve the public and focus on improving quality of life for residents and businesses, with career goals and ambitions of working in the public, private, non-profit sectors. The Public Service Intern should possess basic knowledge, understanding and skills in one if not many core public policy areas, such as research methods, microeconomic theory and principles, the legislative process, budgeting and finance, key environmental issues as related to air and water quality, land use, transportation and economic development, for example.

Benefits

Some benefits of being selected for the UCR SPP Internship program:

- A faculty advisor that will provide academic guidance to Interns through PBPL 198i
- A program coordinator that will be available to assist on issues throughout the duration of the Internship
- Professional training in workplace etiquette, attire, and demeanor
- Unique networking opportunities such as events with heads of agencies and supervisors
- Guest speakers who will talk about careers in public policy
- Recognition as a distinguished SPP Intern at University and local agency events

Selection and Guidelines:

UCR SPP Interns are selected for opportunities at the beginning of each academic quarter, except for summer, and are required to serve a minimum of 8-10 hours per week during the 10 week quarter. Applications will be accepted for the following

agencies, but there is no guarantee of first choice, however, the Internship Coordinator will do his/her best to place interns in agencies, which support chosen tracks and fields of interest. It is incumbent upon the applicant to identify in order of choice three agencies of interest.

- [City of Banning](#)
- [City of Calimesa](#)
- [City of Canyon Lake](#)
- [City of Colton](#)
- [Colton Chamber of Commerce](#)
- [City of Corona](#)
- [City of Eastvale](#)
- [City of Jurupa Valley](#)
- [City of Lake Elsinore](#)
- [City of Menifee](#)
- [City of Moreno Valley](#)
- [City of Murrieta](#)
- [City of Norco](#)
- [City of Ontario](#)
- [City of Perris](#)
- [City of Riverside](#)
- [City of San Jacinto](#)
- [City of Temecula](#)
- [City of Wildomar](#)
- [County of Riverside](#)
- [Riverside Sheriff's Department](#)
- [Riverside County Board of Supervisors Office](#)
- [Riverside County Dept. of Public Health](#)
- [Riverside County Transportation Commission](#)
- [Riverside County Superior Court](#)
- [Eastern Municipal Water District](#)
- [Western Municipal Water District](#)
- [March Joint Powers Authority](#)
- [Morongo Band of Mission Indians](#)
- [Bureau of Indian Affairs](#)
- [County of San Bernardino](#)
- [San Bernardino County Sheriff's Department](#)
- [San Bernardino County Department of Public Health](#)
- [Santa Ana Watershed Project Authority](#)
- [San Bernardino County Transportation Authority](#)

- [South Coast Air Quality Management District](#)
- [Western Riverside Council of Governments](#)
- [Riverside Community Action Partnership](#)

How to Apply

In order to apply for the UCR School of Public Policy internship program, you must complete and sign the attached Application Form, submit a resume, and answer the preliminary questionnaire form (below) by **July 31, 2017**. If chosen to as a potential candidate you will be notified via email or telephone to schedule a formal in person interview, which will last approximately one hour.

Interviews will be conducted by August 15, 2017 and interns will be expected to begin serving by the first week of Fall instruction.

Contact Information

For questions regarding the UCR SPP Undergraduate Internship program, please contact:

Brian S. Nakamura
UC Riverside School of Public Policy
Career Counselor-Internship Coordinator
CHASS, INTS 4120
(951) 827-2357
Brian.nakamura@ucr.edu

**UCR School of Public Policy
Undergraduate Internship Program
Fall 2017
APPLICATION FORM**

Name: _____

Phone: (____) _____ **Email:** _____

ACADEMIC RECORD

Cumulative GPA: _____

If you have a cumulative GPA below 3.0, provide your PBPL GPA: _____

Major/Area of Study: _____

Class Standing (check one*): ___ Freshman ___ Sophomore ___ Junior ___ Senior
_____ Graduate Student

*If you are not currently enrolled as a student, you can leave this section blank.

Graduation Year (Expected or Completed): _____

Selection will be based upon the following:

1. Answers to preliminary questions, submitted by July 31, 2017
2. Academic standing
3. In person interview with Career Counselor-Internship Coordinator
4. Satisfactory completion of agency background check prior to start date

Preliminary Questions (please provide brief, but clear answers and feel free to attach your responses to the application form):

1. How do you define public policy and why it is important to you personally and professionally?
2. What are your specific policy interests?
3. Academic excellence plays a significant role in the selection process. Tell us about your academic history.

4. This select internship opportunity requires dedicating 8-10 hours per week of actual time with the agency served in, how will you manage balancing your time between coursework, homework and extracurricular activities? Do you have any commitments that may potentially conflict with your participation as a intern?
5. What qualities make you an ideal student to represent the UCR School of Public Policy through this internship?
6. If asked about the UCR School of Public Policy by someone at your internship, how would you describe the School and your experiences as a public policy major?
7. Which three public agencies are you most interested in interning at, in order of preference, and why?

FERPA CONSENT AND RELEASE FORM

I authorize the staff of the School of Public Policy for the University of California, Riverside to verify my academic records, for the purpose of being considered for an internship opportunity. Should I be accepted into the program, I understand that the agency in which I serve may have access to records verifying that I am employable under California laws and any other requirements and regulations affecting the School of Public Policy and University of California, Riverside, and I will provide the School and participating agency necessary information to complete the background check process.

Applicant's Signature

Date