

Duke

SANFORD SCHOOL of
PUBLIC POLICY



Public Policy Undergraduate Internship Guidelines

Sanford Career Services

2024 - 2025



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Internship Requirement

All undergraduate students majoring in public policy, Program II, and interdepartmental majors must complete their required internship during the summer after their sophomore or junior year. Students must complete a minimum of 350 internship experience hours to successfully meet the criteria of the requirement.

- Students must have completed three (3) of the required courses below.
- Students can request to combine two (2) internships during the same summer to meet the 350-hour requirement. In this case, students must complete two internship approvals and two evaluations. Each of the two internships must last a minimum of 100 hours.
- Past internships cannot retroactively satisfy the requirement.
- Students have two (2) options to complete their internship during the academic year (fall/spring):
 - Duke in DC Spring Semester Program.
 - Two (2) consecutive AY semesters of the same Bass Connections project.
- A summer and an academic year internship in Bass Connections or the Duke in DC program cannot be combined to satisfy the internship requirement.
- Students cannot begin the required internship nor count the internship hours until the Sanford Undergraduate Internship Experience Approval Form has been completed and approved in Handshake.
 - The on-site Internship Supervisor and the Sanford Director of Undergraduate Internships must review and approve it.
 - If students begin their internship prior to these official approvals, the hours completed prior to the official approvals will not count toward the required 350 minimum.

Internship Search Process

Step 1.

- Declare your major. Only declared majors can count the internship towards graduation requirement.
- Confirm that you have taken the appropriate prerequisite courses. You must complete at least 3 (three) of the following 6 (six) required courses, to complete a required internship. From this list of courses, at least one course needs to be PUBPOL 155, PUBPOL 301, or PUBPOL 302/GLHLTH 210.
 - STA 199L Intro to Data Science or STA 101L, STA 102L, STA 111L, STA 130L, STA 140L, STA 198L or ECON 104
 - PUBPOL 155 Introduction to Policy Analysis
 - PUBPOL 301 Political Analysis for Public Policy
 - PUBPOL 302 Policy Choice as Value Conflict or PUBPOL 330/GLHLTH 210 Global Health Ethics
 - PUBPOL 303 Microeconomic Policy Tools 9
 - PUBPOL 304 Economics of the Public Sector
- Watch for early internship application deadlines -- *The State Department, CIA, FBI, and other federal agencies that conduct lengthy security clearance processes have early fall deadlines.*
- **Critical Deadlines:**
 - LDOC (end of April)
 - **August 1st** – Internship supervisors and interns receive evaluation links via Handshake.
 - **September 5th** – Deadline to submit both the intern and internship supervisor Undergraduate Internship Experience Evaluation Form via Handshake.

Step 2:

Prepare for your first appointment with the Director of Undergraduate Internships.

- Update your profile in Handshake.
- Email a draft resume in the required Sanford format to Director of Undergraduate Internships.
- Email a screenshot of completed prerequisite courses to Director of Undergraduate Internships.
- Share Google spreadsheet with a minimum of 2-3 organizations of interest to review with the Director of Undergraduate Internships.

Step 3:

Meet with the Director of Undergraduate Internships.

- Schedule an appointment via Handshake to discuss your interests and goals.
- If substantial progress in your internship search has not been made by March 1st, contact the Director of Undergraduate Internships to discuss further search strategies.

Support from the Director of Undergraduate Internships

- Individual resume and cover letter preparation.
- Understanding internship descriptions and policy sectors.
- Brainstorming possible internship ideas, alumni searches, reviewing writing samples, references, student interests, skills, experiences, and geographical preferences.
- Access to listings of past internship sites, relevant organizations, and assistance with conducting alumni search.
- Assistance with internship application and approval process.
- NOTE: Sanford Career Services does not advise on immigration status or work authorization (visa) requirements.

Determining if an Internship Satisfies Internship Requirement

You must demonstrate that the daily work is analytical or project-oriented, rather than administrative or direct community service (such as tutoring or building a clinic).

You are advised to make an appointment with the Director of Undergraduate Internships to review the internship details before beginning the documentation phase.

Internship search resources and list of past internships are accessible at

<https://careerservices.sanford.duke.edu/undergraduate-resources/>

Internships that satisfy the internship requirement:

- Internships with any nonprofit, government, education, or military organization (.org, .gov, .edu, or .mil).
- Exception: .com internships satisfy the requirement only when part of a government relation team or with a political strategy or political communications firm or on a political campaign.

Internships that DO NOT satisfy the internship requirement:

- Non-public policy internships, such as internships in finance, business, or commercial consulting.

Documenting an Accepted Internship

- Meet with the hiring manager or internship supervisor (virtually or in-person) to discuss what the day-to-day tasks, expectations and long-term deliverables will be throughout the internship experience.
- Ensure that you have a clear understanding of the assignments and goals will be during the summer. This will be important during the review and approval process.
- After you have met with the internship supervisor:
 - Log into Handshake and create a Sanford Undergraduate Internship Experience Approval form that includes a customized work plan.
 - *The Experience will be reviewed against the faculty criteria to determine if it satisfies the internship requirement. Stanback interns must complete both a Stanback and a Sanford Undergraduate Experience Approval form via Handshake.*

Creating an Internship Experience in Handshake

Complete the Sanford Undergraduate Internship Experience Approval form in Handshake. **You will not be able to save the form, so it is important to have everything you need ready when you begin. Fill out every field. You will need:**

1. your internship offer letter, including:
 - a. your internship starts and end dates (exact date, month – exact date, month),
 - b. your number of hours per weeks and total number of weeks,
 - c. your wage rate (hourly/weekly/monthly; indicate “0” if no wages),
 - d. your internship duties,
 - e. name and title of official offering you the internship.
2. your internship work-plan (drafted by intern, approved by internship supervisor), including:
 - a. your internship detailed objectives,
 - b. your internship tasks,
 - c. your internship projects,
 - d. your internship outputs,
 - e. your internship products.
3. your internship modality (in-person, hybrid, or remote) and location,
4. your internship supervisor’s name and email address.

Completing the Internship Work-Plan

Fill out the work plan in detail:

- Do not cut and paste a general job description.
- Describe the tasks, deliverables, and goals for the course of the internship. This will be determined during discussion with the internship supervisor.
- Document specific tasks and deliverables.
- Compose the work plan from a first-person perspective, e.g. *“I will be conducting research on the impact of tax incentives on electric car purchases in the U.S.”*
 - Incomplete plans will be returned for further clarification.
- List the more relevant and complex tasks first (for example, list the research you will be doing at an advocacy group first and lists canvassing further down the list), following the resume format.
- It is your responsibility to develop and present a well-written work-plan proposal to the Director, Undergraduate Internships with input from the internship supervisor.

Internship Approval Process

- All internships are subject to prior review and approval by the Director of Undergraduate Internships and must meet the criteria and guidelines set-forth by the Sanford faculty.
 - Even if an organization is listed as an approved employer in Handshake, every internship is subject to review prior to approval based on the individual work-plan and Sanford Undergraduate Internship Experience Approval Form.
- After you have completed the Sanford Undergraduate Internship Experience Approval form via Handshake, the Director of Undergraduate Internships will review and confirm via email that the internship has met all the requirements for approval.

Professional Expectations and Ethics

- Maintain expectations of confidentiality as defined by organization's policies, laws, and other relevant authorizations.
- Meet the expected work schedule as set by your internship supervisor.
- Use appropriate written and verbal communication with internship stakeholders.
- Observe all policies of the internship site.
- Adhere to standards and practices that protect the integrity of Duke University, Sanford School of Public Policy.

Post-Internship Experience Evaluation

You and your internship supervisor will receive a link to the Sanford Undergraduate Internship Experience Evaluation from Handshake via email on April 15th for an academic year internship (Duke in DC or Bass Connections), or August 1st for a summer internship.

- Email will come from (handshake@notifications.joinhandshake.com) and not an @duke.edu email.
- Sanford Undergraduate Internship Experience Evaluation Forms are **REQUIRED** to be submitted to meet graduation requirements.
- Late submissions will delay your next semester course registration.

Student:

- Sanford Undergraduate Internship Experience Evaluation Form is **required** to be completed via Handshake no later than September 5th by 11:59 pm.
- The evaluation form summarizes major internship responsibilities, accomplishments, lessons learned, and cumulative hours completed.
- The evaluation should use proper grammar and formatting for a professional presentation. Incomplete reports or reports that do not meet professional standards will be returned to the student for revision.

Internship Supervisor:

- Prior to the final week of the internship, schedule a review/exit interview with the internship supervisor and make sure they have completed the Sanford Undergraduate Internship Experience Evaluation Form (link to the intern supervisor's form will be emailed via Handshake).

Sanford School Internship Funding Program

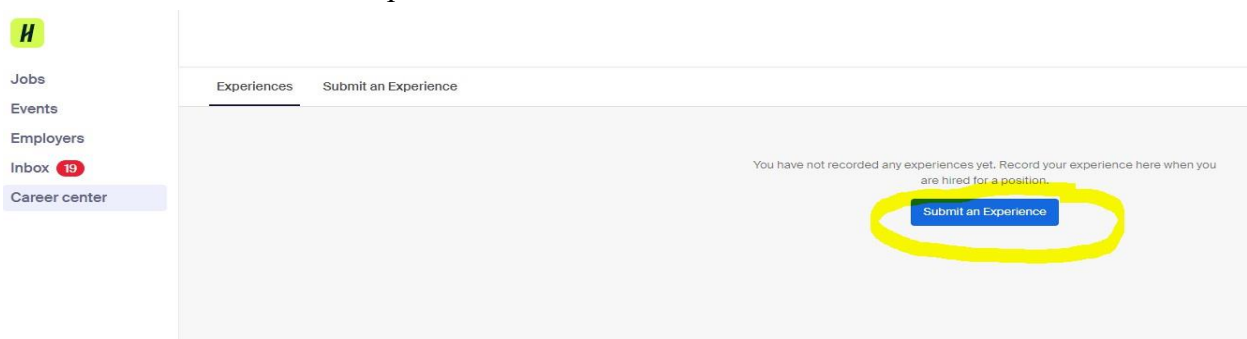
Sanford Career Services reviews all approved internships automatically for funding support; however, consideration is given only if the following criteria are met:

- The application deadline for funding consideration is June 1st. This includes submission of both approved Sanford Undergraduate Internship Experience Approval forms (student and internship supervisor) no later than June 1st.
- Students must complete FAFSA and demonstrate institutional financial need as determined by Karsh Office of Undergraduate Financial Support.
- Sanford Career Services Summer Internship Funding Program does not support internships for political campaigns (individual or issue), a PAC 501c4, or a political party.
- Sanford Career Services will inform students via email of the final funding decision.

Handshake Directions

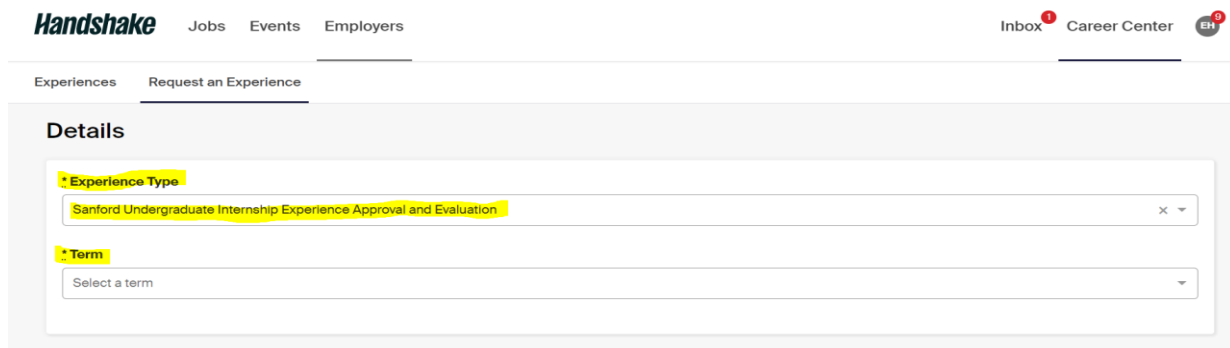
To Begin:

- Login to your Handshake account using your Duke NetID and navigate to Internship Experiences by using this link: <https://duke.joinhandshake.com/experiences>.
- Choose the blue “Submit an Experience” button.



First Section: Details

- Select “Sanford Undergraduate Internship Experience Approval and Evaluation” under “Experience Type” and choose the appropriate term (see below).



Second Section: Employer

- For “Employer,” select the correct employer and location; some organizations have similar names, and some have multiple locations.
- It is important that you fill out every field in this section, whether it is marked as required or not.

Third Section: Job

- For “Job,” type in “Intern” (see below).
- For most students, the “Job Type” is “Internship,” and the “Employment Type” is “Full- Time” (see below). If you are unsure about this section, ask your Sanford Career Services Internship Advisor.

Job
Intern

If you do not see your job please type your own

Department

Date
yyyy-mm-dd > yyyy-mm-dd

Job Type
Internship

Employment Type
Full-Time

Salary
\$

Fourth Section: Approvers

- Select the appropriate “Sanford Career Services Advisor”
- Once you enter the advisor email, the form will populate in the rest of the information. If it does not, double check the email and make sure you entered it correctly.

Reviewer contact information

Sanford Career Services Internship Advisor (Last Name A-J: Suz Allen or Last Name K-Z: Elise Goldwasser)

Email Address
suz.allen@duke.edu

An approver with this email address already exists. If you believe the below name is incorrect, contact your career center office to have it changed.

Name
Suz Allen

- For the next field, enter your internship supervisor’s information (see below).
- **Confirm the email is entered correctly, since all communications will go to this address.**
 - This person will receive both the internship approval form and post-internship experience evaluation form; confirm the person you enter is reliable to complete the required forms by the deadline.

Supervisor at Internship Site (Person who will oversee your day-to-day work)

Email Address
hwo@org.org

An approver with this email address does not exist. Please fill out the following fields to create one.

Name
Helen Org

Title
Director of Human Resources

Phone Number
919-000-0000

Fifth Section: General

- The first question is the **Duke University Sanford School of Public Policy’s Internship Agreement**. See Appendix A.
- If you are **not** traveling outside the U.S. for your internship, you do not need to complete the last question (below). If you are traveling outside the U.S., you must register with Duke University.
- When you finished, click on the green “Submit an experience” button in the bottom right corner (below).

General

International Travel Registry

All Duke travelers, including all students, are required to register any Duke-related travel outside of the United States. Copy and paste your registry confirmation email into the text box. Register here: <https://travel.duke.edu/>

Go Back

* indicates required field

Submit an experience

Final Approval Steps

- Step #1
 - Submit your request by LDOC, the Sanford Undergraduate Internship Director will review it. You will be notified if anything needs to be adjusted.
- Step #2
 - Once the Sanford Undergraduate Internship Director approves the request, you will receive an email notification via Handshake.
- Step #3
 - Your internship supervisor will also receive an email request via Handshake. Communicate with your internship supervisor to expect **the email from Handshake (handshake@notifications.joinhandshake.com) and not an @duke.edu email address.**
- Step #4
 - Your internship supervisor must approve the internship experience request via the link provided in the email (Step #3) from Handshake.
 - If eligible, internship funding will not be awarded until your internship supervisor and Undergraduate Internship Director approve your Internship Experience.
- Step #5
 - Once **all** approvals (Step #2 & Step #4) are complete, you will receive a confirmation email from Handshake.

Appendix A

Duke University Sanford School of Public Policy Internship Agreement

Student (“You”) are filling out this form to formally register for the internship experience. You intend to participate in it as required for your academic program with the Sanford School of Public Policy (“Internship”). As a condition of Sanford recognizing your internship experience, you are required to carefully read the language in this box, and just below this box, to use the radial buttons to state whether You understand, accept, and agree to the terms herein, or not. If You do not, Sanford will not recognize your internship experience as part of your Duke education.

You agree that You voluntarily, and of your own free will, chose the entity that You will be interning with (“Internship Provider”), even if Duke assisted while You made your choice.

You acknowledge that the use of the word “employer” or “employee” in this form does not mean that You are an employee of the Internship Provider – and You acknowledge your obligation to determine the nature of your legal relationship with the Internship Provider, including to determine if You are an employee, volunteer, or agent.

You agree that Duke is not a party to the legal relationship between You and the Internship Provider – that there is no legal relationship between You and Duke in relation to the Internship - and that Duke bears no responsibility for any acts or omissions taken by anyone who is associated with the Internship, even if Duke provides assistance and advice to You or the Internship Provider.

You knowingly assume all risks of harm that You might incur during or because of the Internship, including without limit, the risk of sexual or other harassment and the risk of physical or emotional harm.

In return for Duke University agreeing to recognize your Internship experience as a part of your Duke education, and having read and understood the statements in this Box, You voluntarily agree to the following: To RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE Duke University, its affiliates, trustees, officers, employees, or agents, and all other persons or entities involved in the Internship (hereinafter referred to as “RELEASEES”) for any liability, claim, and/or cause of action arising out of or related to any loss, damage, injury, or harm of any sort, including death or imprisonment, that may be sustained by you, or for loss or damage to any property belonging to You that occurs as a result of (1) You participating in the Internship, (2) You traveling to or from any site in connection with the Internship.

Your intent and agreement in signing this waiver and release of liability is that the terms of the waiver and release shall bind any person asserting rights on Your behalf, or any person otherwise asserting claims by or through You, including a spouse, domestic partner, family members, heirs, assignees, and personal representatives.

The release, waiver, discharge, and covenant not to sue as expressed in this waiver and release are given pursuant to the Uniform Contribution Among Tortfeasors Act, North Carolina General Statutes Section 1B et seq. It is Your intention to not only release all claims against RELEASEES, but to also relieve RELEASEES from any liability to make contribution to other tortfeasors on account of any claims.