MISSISSIPPI STATE UNIVERSITY
DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION

MPPA INTERN REPORT GUIDELINES

Each intern is required to submit an intern report. This report will be read only by the instructor. It will not be shared with the agency. This report should include the three following sections:

THE AGENCY

Describe the agency's organization, standard operating procedures and policies, and decision-making processes.

Identify the obstacles that the agency confronts and the agency's strategies for overcoming these difficulties.

Stress what it would be like if you functioned as a manager in your agency.

WORK EXPERIENCE IN THE AGENCY

This section describes the intern's work experience in the agency.

    Emphasize the character of the duties performed under the direction of the intern supervisor.

    Describe the various assignments that you carried out. Be specific about the nature of your intern assignments. Indicate how you went about solving any problems or handling particular situations. A daily or weekly work log will help in preparation of this section.

    Describe any ethical dilemmas that you encountered during your internship. Not all interns face or know of ethical dilemmas encountered by their agency. If you are aware of any situations, describe the circumstances.

    Include copies of reports or research executed as an intern as appendices to this Intern Report.
**EVALUATE YOUR INTERN EXPERIENCE**

Indicate how the internship contributed or did not contribute to your professional development.

What skills did you learn that would make you a better administrator?

What skills or knowledge areas do you want to improve or learn more about?

**INTERN REPORT PROCEDURES**

Type your report, double-spaced.

No minimum or maximum length is imposed for this report. However, 15-25 double spaced typed written pages should be sufficient for a concise presentation (not including appendices).

If the report is considered too shallow, the intern will be required to resubmit it.

**DUE DATE:** Internship Reports are due the last class day of the semester in which you complete your internship.

**SUBMIT TO:** Dr. Mike Potter  
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