AGENCY RESPONSIBILITIES

1. Assure that Interns will participate in a variety of experiences.

2. Assign Interns to a supervisor/mentor to monitor performance.

3. Provide the necessary office space and equipment as needed.

4. Orient Interns to their duties and responsibilities and familiarize them with any equipment needed to carry out their assignments.

5. An Intern Position Description should be provided to the Intern for submission to the Director of the MPA Program.

6. Notify the MPA Director immediately at (512) 245-2143 should any problems arise concerning the Interns.

7. Utilize the Intern in a manner which achieves maximum efficiency and utility for both the agency and the student.

8. Complete a written evaluation of the Intern at the end of the internship period.

9. Complete the Intern Interview Verification and Hire Form and return to the MPA Program Director.

INTERN SIGNATURE:

_________________________________________ DATE __________

AGENCY REPRESENTATIVE:

_________________________________________ DATE __________

MPA PROGRAM DIRECTOR:

_________________________________________ DATE __________