

# Internship Planning FAQ

Career Services

280 Humphrey School



HUMPHREY SCHOOL  
OF PUBLIC AFFAIRS  
UNIVERSITY OF MINNESOTA

# Why do an internship?

- Requirement
- Networking
- Building skills
- Exploring options within your career field
- Enhancing professionalism
- Defining interests, goals, values
- Increasing competitiveness as an applicant
- Anything else?



How do I fulfill my  
internship requirement?  
[https://www.hhh.umn.edu/  
career-services-  
students/internship-  
information](https://www.hhh.umn.edu/career-services-students/internship-information)



# Internship Requirement

- For MURP, MPP, MHR
- 400 hours minimum of professional level work related to your career goals
- Not University affiliated (with a few exceptions)
- Must be a well supervised “internship” and not merely a part time job



# Reporting Process

[Register](#)

Internship  
Agreement  
Form

Evaluation



# How should I look for an internship?



- Humphrey resources
- Job search engines and relevant boards
- Professional associations and communities
- Explore organizations of interest
- Your network
- Events



- Humphrey internship board
- Past internships sheet
- Career and Professional Development email listserv and Facebook group







# Places to search

- [Indeed.com](#)
- [Simply hired](#)
- [USA Jobs](#)
- [Idealist](#)
- [American Planning Association Minnesota](#)
- [Minnesota Council of Nonprofits](#)
- [Governmentjobs.com](#)
- [League of MN cities](#)
- [Minnesota works](#)
- [District Daybook](#)
- [Pollenmidwest.org](#)
- The specific legislature website
- [State of MN](#)



# Events

- Humphrey Career and Engagement Fair
- PA 5910: Developing Your Public Service Career
- Other CPD Employer Events
- Mentor program
- Individual networking events



What should I do to be  
competitive for internship  
opportunities?



Create strong resumes and cover letters

Learn as much as possible about positions and organizations of interest



Network with  
Humphrey  
alumni,  
faculty/staff, and  
students



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# Prepare for interviews



# What should I look for in an internship?





- Detailed position descriptions
- Skills you want to build
- Interests you want to explore
- Alignment with full time positions
- Supervision



# Where can I get help?



# PA 5910

- Alumni Panels
  - Resume and Cover Letter
  - Job/Internship Search
  - Interviewing
- 
- 1 credit, S/N, Fall semester
  - Can take in first or second year



# Career and Professional Development

- [1 on 1 appointments](#)
- [Website resources](#)
- Career events
- Email, [Facebook page](#), [LinkedIn group](#)
- [Job/internship boards](#)





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