

INSTRUCTIONS

Purpose: To document your relevant professional experience and its relationship to the five overarching MPA program competencies, making specific and explicit connections with concepts and skills learned during your MPA coursework. This documentation must be reviewed and approved by your advisor or the department chair to approve your exemption from the internship requirement of the MPA degree. As our program is NASPAA-accredited, this process forms part of overall quality assurance for the value of your degree.

Deadline: Submit the deliverables as a single PDF file via email to your advisor by the following date in the semester in which you plan to graduate. [You may also choose to submit this documentation for consideration as early as your *second-to-last* semester if you prefer to complete it earlier.]

- Finishing degree in **Fall**: Second Friday in November
- Finishing degree in **Spring**: Second Friday in April
- Finishing degree in **Summer**: Second Friday in June
[Summer graduates should also copy the Dept. of PA [chair](#) Dr. Rodney Stanley rstanley1@tnstate.edu when submitting]

Deliverables: Please assemble the following documents into a **SINGLE PDF** file:

- (1) REQUIRED: Form on the next page, completed and signed (typed or script signature is acceptable)
- (2) REQUIRED: Internship exemption paper – *see detailed instructions and required outline later in this document.*
- (3) REQUIRED: A current résumé

Evaluation: Your materials will be evaluated for approval based on completeness, adherence to the instructions and outline provided in this document, and appropriateness of the connections made between your experience and course concepts/skills.. If necessary, it will be returned to you with feedback for revision. Your advisor (or the department chair, in summer) will email you regarding approval status.

Questions? Ask your [advisor](#). *[In summer, if your advisor is unavailable please ask Dept. of PA [chair](#) Dr. Rodney Stanley rstanley1@tnstate.edu.]*

EXEMPTION FORM

EMAIL TO: [Your MPA Advisor](#), Department of Public Administration, College of Public Service
(Summer graduates: copy the [department chair](#), Dr. Rodney Stanley at rstanley1@tnstate.edu as well as your advisor)

FROM: Name: _____
T-Number: _____
TSU Email address: _____
Personal Email address: _____

- ✓ I have **at least one year** of significant public, nonprofit, public affairs/governmental relations, or healthcare administration professional experience
- ✓ I have discussed my professional experience with my advisor and have been told I am eligible to apply for this exemption
- ✓ I understand that by suitably documenting my applicable professional experience and its connections to the program competencies of the MPA program, I am applying for exemption from the 6-credit internship requirement applicable to pre-service students; if approved this means the credit requirement for the MPA will change from 42 total credits (12 courses following the official MPA curriculum plus the internship) to 36 total credits (12 courses following the official MPA curriculum). My program of study must be prepared in collaboration with my advisor.
- ✓ I am including the **internship exemption paper** prepared according to the detailed instructions and required outline
- ✓ I am including a **current** résumé

STUDENT SIGNATURE: _____ DATE: _____

INTERNSHIP EXEMPTION PAPER

DETAILED INSTRUCTIONS

- ➔ Before you begin to write your paper, please **take a close look at the five overarching MPA program competencies and associated student learning outcomes** available at this link: https://www.tnstate.edu/cpsua/documents/programs/competencies_by_course_mpa.pdf. You will be making connections between concepts and skills you choose from your MPA coursework and these competencies in your paper.
- ➔ Also, please **review the mission and values statement of the MPA program** at Tennessee State University: <https://www.tnstate.edu/cpsua/degrees/mpa.aspx#missionvalues>. Feel free to make connections with the mission and values statement as appropriate in your paper.
- ➔ **Use the headings in the required outline which follows these instructions** to organize your paper. The paper should be written in essay form throughout. For **each** of the five program competency sections, discuss 2 to 3 specific examples from your core courses and/or electives of concepts, skills or other information that helped you strengthen this program competency in connection with your work, or which helped you to understand this aspect of your work experience better. The associated [student learning outcomes](#) will help you understand what is meant by this competency, but you don't have to discuss each detailed student learning outcome specifically. Use examples from more than one core or elective course in each section. Note that if you completed a PA Department graduate certificate prior to your MPA, and that coursework is counting towards your MPA degree, you may definitely draw upon those courses as well. Across the whole paper, be sure to include connections with at least five courses total.
- ➔ Required length is **8 to 10 double-spaced pages** (not including any references if applicable). Use 11-pt. font (Calibri, Cambria, Arial, or Times New Roman.)
- ➔ **Proofread** your work just like you would for a course paper.
- ➔ This is *not* a research paper: however, you may want to cite a textbook, course readings or other material from your studies as you make clear the connections between your work experience and your learning in the program. **The entire paper must be written in your own words** (except for any quotations, which should be included in quotes and with source documented in APA format). Sources must be cited for any paraphrased or summarized material as well. Papers may be submitted to Turnitin for plagiarism detection; any issues with plagiarism or insufficient/patchwork paraphrase will result in the paper being turned back to the student for rewriting prior to program completion. APA citation format can be checked at [Purdue OWL](#). Other resources for writing are available at the [TSU MPA Communications Resources](#) site.

Tennessee State University | MPA INTERNSHIP EXEMPTION APPLICATION v.1.18.2022

REQUIRED OUTLINE

Introduction (0.5 – 1 pg.; summarize your relevant work experience you are drawing upon to apply for exemption and the organizational setting(s))

I. Program Competency 1: Each MPA graduate will be competent to lead and manage in public, nonprofit, or public affairs governance. *[For this and each following program competency section, discuss 2-3 **specific** examples from your core courses and/or electives of concepts, skills or other information that helped you strengthen this program competency in connection with your work, or which helped you to understand your work experience better. The associated [student learning outcomes](#) will help you understand what is meant by this competency, but you don't have to discuss each outcome specifically. Use examples from more than one course in this section.]*

II. Program Competency 2: Each MPA graduate will be competent to participate in and contribute to the policy process.

III. Program Competency 3: Each MPA graduate will be competent to analyze, synthesize, think critically, solve problems, and make decisions appropriate to public and nonprofit administration settings.

IV. Program Competency 4: Each MPA graduate will be competent to articulate and apply a public service perspective.

V. Program Competency 5: Each MPA graduate will be competent to communicate and interact productively with a diverse and changing workplace and citizenry.

References [if applicable; use APA format]