

November 22, 2002

**To: All MPA Students**



**From: Dr. Robert Donaldson, Master Research Paper Coordinator**

**Re: Requirements for MPA Internship Waiver Request**

**Please attach to your Internship Waiver Application an Official Letter from the Governmental Agency's Director on an official Governmental Agency letterhead. The content of the letter should include the following: (1) Position Title, (2) Length of years in position and (3) A brief description of position. The Agency Director should sign and date the letter.**

GOVERNORS STATE UNIVERSITY  
COLLEGE OF BUSINESS AND PUBLIC ADMINISTRATION

**MPA Internship Waiver Request**

An internship is required to meet graduation requirements, however, students who have had administrative experience in the public sector may be granted a waiver from completing an internship. ~~In place, three (3) hours of elective credit will be required.~~

*To be considered for a waiver of the internship requirement you should:*

1. Complete this form and submit it to the Coordinator for Public Administration or to the Advising Office.
2. Attach a resume of work experience, a job description, or other evidence of administrative experiences.
3. Include reference information for verification.

CARS ID
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Name \_\_\_\_\_ SSN \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Comments to support supplemental material:

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Approved or denied \_\_\_\_\_ Date \_\_\_\_\_  
*Coordinator of Public Administration*