

MPA Internship Waiver Guidelines
(Approved September 20, 2016)

All MPA students are required to fulfill the internship requirement to graduate. However, the internship requirement may be waived if a student meets one of the following criteria:

- at least one year of experience in a supervisory or managerial role in a public, health-care, or nonprofit organization;
- at least one year of experience as a specialist whose work is important to the public sector (example: consultant to a city department); or
- at least one year of experience in a supervisory or managerial role in the private sector. The student should show clearly how public administration education enabled him/her to become a better professional.

Request a waiver if you can justify you are qualified:

1. Write a letter to request the internship waiver: Address the letter to Dr. Martinez, MPA Program Director, Department of Public Policy & Administration, California State University, Bakersfield. The letter should include the following information:

- Paragraph 1: Request a waiver and briefly explain why you are qualified for the waiver (including number of years of professional experience and types of organizations where you gained such experience).
- Paragraph 2: Describe recent positions, duties, projects, and tasks to show that:
 - You have managed people, budgets, or projects;
 - You have worked in teams that required the exercise of your professional knowledge (examples: nurse, social worker, city planner);
 - You have contributed to your organizations or projects in creative ways.
- Paragraph 3: Briefly describe any relevant past experience.
- Paragraph 4: State your current status in the MPA program and expected graduation date (for example: June 2017), and explain briefly how the MPA program contributes to your professional growth. Include your E-mail address and phone number for future contact.

2. Attach a current resume to your letter: Your resume should include at least the following sections: your contact information, education, work experience, skills summary, and at least three references with their detailed contact information (including name, title, affiliation, street address, phone, fax, and email).

3. Send the letter and your resume to:

Dr. Thomas Martinez, MPA Program Director
Department of Public Policy & Administration
California State University, Bakersfield
20 BDC
9001 Stockdale Highway
Bakersfield, CA 93311

You may also drop them off in BDC 104, or email them to Dr. Martinez at tmartinez@csub.edu.

4. Decision: The MPA Director, in consultation with the PPA faculty, will review your application and decide if you are qualified for the waiver. If you have any questions, please contact Dr. Martinez at 661-654-3064 or by email at tmartinez@csub.edu.