

## WILDER SCHOOL INTERNSHIP PROGRAM

### Graduate Student Application Process

The Wilder School Office of Student Success encourages students to participate in structured and supervised internships with government, nonprofit and business organizations. The purpose of the internship is to provide students with experience in a professional setting outside the classroom and to enrich the learning process by supplementing theory with practice. Generally, the internship process includes the following steps:

#### Attend Internship Orientation—

- Attend an Internship Orientation. Orientation sessions are held monthly. For schedule of internship orientations, please visit [wilder.vcu.edu/students](http://wilder.vcu.edu/students) and select "Register for programming"

#### Prepare and submit application –

- Visit the [HireVCURams online portal](#) and other resources to construct areas of interest to note on the Internship Application.
- Fill out the [Internship application](#) and explore the job market for internships.
- Office of Student Success will send a confirmation email upon receipt of your completed online Internship Application.  
*\*Once applicant has completed Internship application, she/he must investigate internship opportunities for themselves.*

#### Apply for internships —

- Visit the [VCU Career Services Center](#) to assist in developing a strong resume, which will be used when applying for internships in most organizations, and for enhancing your interview skills.
- Using the contacts and opportunities identified on [HireVCURams](#) and/or other resources —submit resume and applications to organizations/agencies you have identified.

#### Contact the Office of Student Success –

- After an agency has offered you an internship, and you have accepted, formally request enrollment into the internship course with the Student Success Program Coordinator.
- Complete the [Internship Preliminary Report](#) and submit to the Office of Student Success.
- Once form is received and approved, you will receive an override to register for the internship course.

Questions?

Contact us at [wsinternship@vcu.edu](mailto:wsinternship@vcu.edu) · 804-827-2791 · Scherer Hall (923 W. Franklin), Room 405  
<http://www.wilder.vcu.edu/students/internships/>

## WILDER SCHOOL INTERNSHIP PROGRAM

### Graduate Student Application Process (continued)

#### Graduate Program Specific Internship Guidelines

(Internship must focus on program specific topics and is pending approval by program and graduate studies office)

#### Masters Programs

**Criminal Justice** – Students may be eligible to earn 3 credit hours for internship experience. Students must work 150 hours and successfully complete GVPA 693 course in order to earn the academic credits.

**Homeland Security** - Students may be eligible to earn 3 credit hours for internship experience. Students must work 150 hours and successfully complete GVPA 693 course in order to earn the academic credits.

**Urban and Regional Planning** – Students are required to complete an internship for the graduate degree program. Students are not required to attend internship orientation or enroll in GVPA 693 course. MURP internships are non-credit bearing.

**Public Administration** – Students are required to complete 3 credit hours for internship experience, or seek a waiver from the program chair. Students must work 300 hours and successfully complete the PADM 693 course in order to earn the academic credits.

**Public Policy and Administration** – Students must receive program approval to earn credit for internship.

#### Certificate Programs

Students enrolled in Gender Violence Intervention program are required to complete a 3 credit internship, all other certificate programs may be eligible to earn 3 credit hours for internship experience. Students must work 150 hours and successfully complete GVPA 693 course in order to earn the academic credits.

## **WILDER SCHOOL INTERNSHIP PROGRAM**

### **FAQ – Graduate Student Application Process**

#### **The Application Process**

##### **Who is eligible for participation?**

- Graduate students: Program requirements may vary; Program-specific approval is required.

##### **How do I find an internship position?**

Students are encouraged to attend an Internship Orientation session, and visit the Wilder School Office of Student Success for many available resources for local, state, and federal internships. You should identify opportunities of interest and contact the organization to begin the application process for the position. Also, as new opportunities come about, information is sent out via email and posted on Hire VCU Rams under Advanced Search, Posting Source “Wilder Success Office”. Individuals may also find positions on their own; the position must be approved by the Office of Student Success in order to count for academic credit.

##### **What application materials do I need to submit to the Wilder School?**

You must complete the Office of Student Success [Internship Application](#). If you have been offered a position at the time of your application, please include a copy of your job description along with the contact information from your employer.

##### **When is the application deadline?**

Applications are accepted on a rolling basis. Deadline for earned academic credit for internships will be reviewed and approved by the Office of Student Success based on internship timeline and semester calendar.

##### **Can I earn credit for an Internship done in the past?**

No; Students are not eligible to earn retroactive credits for previously completed internship hours. The completion of internship hours and enrollment in the internship course must be concurrent in order to earn academic credit.

#### **Academic Requirements**

##### **How do I receive academic credit for my internship?**

After the application is approved and the Preliminary Report is received, you will receive information about your electronic override and details on how to enroll in the internship course GVPA 693 or PADM 693.

##### **How many credit hours will I receive?**

- Graduate students may take a 3 credit internship course (GVPA 693). Masters of Public Administration students must work 300 hours for the 3 credit course (PADM 693). Masters of Urban and Regional Planning students do not receive credit for internships. All other graduate students must work 150 hours for 3 credits.