

# Internship Placement Procedures: Public Policy

The placement process begins immediately after a student is accepted into the UCCS program – usually more than a month before the start of the program. Once a student's approved application is forwarded to UC Center from her/his home campus, that student receives a welcome email from the UCCS internship coordinator. In that email, the student is asked to schedule a telephone interview with the coordinator. That conversation begins the internship process.

During the call, the student and coordinator discuss:

1. A venue for the internship (see page on venues)
2. Policy issues of interest to the student
3. The placement process

## The Placement Process

- 1) Student and internship coordinator meet to refine the student's policy interests, determine the student's preferred venue, and prepare the student for an internship interview
- 2) Internship coordinator contacts potential placements to determine which offices of interest to the student are able to host an intern for the coming quarter
- 3) Internship coordinator sends the student information on relevant internships (those that meet the student's criteria and have agreed to host for the coming quarter), including website URLs and supervisor's name, email address and phone number for each placement
- 4) Student sends each potential placement an introductory email, attaching his/her resume` and requesting a convenient date and time for either a phone or in-person interview to explore the internship
- 5) Student and host conduct the interview and agree to the placement
- 6) Student notifies internship coordinator that the placement has been made