

LBJ School of Public Affairs

Internship Request Form Application Instructions & Process

Application Process:

1. Print and complete the application form on the LBJ School website under Current Students > Forms > Internships.
2. Hand deliver your completed form along with your internship offer letter and, if MGPS, submit your proposed plan of study if taking the internship for academic credit, to the Graduate Admissions and Program Coordinator (GAPC) in the Office of Student and Alumni Affairs (OSAA).
3. The Graduate Admissions and Program Coordinator will then verify that all internship criteria and requirements have been met. They will either email the form to the Graduate Advisor and the student, if the requirements are met, or return the form to you for additional action.
4. If you receive your verified request form, you will then consult with your Graduate Advisor. Discuss your internship opportunity with them and obtain their approval and signature on the form.
5. Upon approval from your Graduate Advisor, you will take the signed application form and hand deliver it to the Career Management Office in OSAA.
6. The Career Management Office will verify the completeness of your application, log your data, and email the final approved form along with the student evaluation form to you.
7. You may now start your internship!
8. Upon completion of your internship, you will complete and submit the student evaluation form by email or hand deliver to the Career Management Office no later than two weeks after your internship has been completed.
9. It is your responsibility to ensure your supervisor submits the agency evaluation form to the Career Management Office within two weeks after your internship.

Career Management Office Responsibilities:

- ✓ Send a thank you note to your agency on behalf of the LBJ School
- ✓ Verify the student and agency evaluation form have been submitted for student credit
- ✓ Review all forms and evaluations for compliance
- ✓ We will notify you via email once you have received credit for your internship or indicate if there are any additional actions/consultations that are necessary

Questions? Contact the LBJ Career Management Office at lbjcareers@austin.utexas.edu