



OVERVIEW AND GUIDANCE FOR POLICY APPRENTICESHIPS

LBJ Washington Center Graduate Degree Program Overview

The LBJ School of Public Affairs in Austin provides students the extraordinary opportunity of working and earning a professional graduate school degree simultaneously through its Washington DC-based, *LBJ Washington Center*. Students have two degree options: a Master of Public Affairs (DC Concentration) or a Master of Global Policy Studies (DC Concentration.)

After a year of intensive policy coursework in Austin, our **LBJ DC Fellows** (“*Fellows*”) then move to Washington DC to continue their studies at the LBJ Washington Center, while also commencing a 6-month **Policy Apprenticeship** with a DC-based public, private, non-profit or non-governmental organization. More substantive and longer in duration than a traditional internship, our *Policy Apprenticeship program* includes only professionally trained graduate students with a demonstrated commitment to pursuing policy careers in Washington DC.

The goal of our unique 18-month federal public affairs program is to transition our *Fellows* into the DC policy workforce a *full semester earlier* than traditional public policy programs and to better prepare them for the unique DC federal policy environment.

The six-month, 32 hour/week (Monday – Thursday) *Policy Apprenticeships* commence in late May/early June and end in December.

Policy Apprenticeships: Objectives and Prospective Employer Guidance

LBJ DC Fellows arrive in Washington DC only after successfully completing a year of rigorous graduate school training in advanced policy development and analysis; economics; analytical and quantitative methodologies; policy writing; international affairs; and public financial management. Moreover, they embark upon their *Policy Apprenticeships* with a set of professional workplace skills, including workload management; professional work ethic, initiative and networking capacities; an ability to collaborate with other policy professionals; and practiced oral and written communications abilities that include briefing and presentation training. They are ready from day one to contribute to organization-critical tasks.

The objectives of the *Policy Apprenticeships* include:

- Continued professional development of the analytical and managerial skills acquired during the *Fellow's* first year of LBJ School training.
- Mentoring, networking and other activities that help lead to post-graduate career opportunities and enduring professional relationships in Washington DC.
- Exposure to working almost full-time in a policy field related to the *Fellow's* career aspirations in Washington DC, including interaction with decision makers, observation of organizational processes, and execution of policy tasks.
- The potential (without any upfront expectation or commitment) for a future full-time employment relationship with the sponsoring organization.

Policy apprenticeship supervisors should strive to provide *Fellows* with substantive written, oral, and analytical policy tasks and workplace experiences that help the *Fellows* meet the objectives outlined above.

Policy Apprenticeships: Administrative Process and Evaluation

Each potential *LBJ DC Fellow*-hosting organization must first complete an LBJ School Policy Apprenticeship Approval Form that outlines a proposed position. The LBJ Washington Director (“Director”) will then review the position with the employment supervisor prior to approval of the *Policy Apprenticeship*.

The Director will check-in periodically with both the *Fellow* and the employment supervisor to discuss general progress and any challenges.

Twice during the 6-month tenure of the *Policy Apprenticeship*, once in the summer and then again in the fall, the Director will provide a Policy Apprentice Evaluation Form for the employment supervisor to complete. For their part, the *Fellows* will complete self-evaluations, also in the summer and fall, that explore how the policy apprenticeship is enhancing the *Fellow’s* professional academic and workforce skills and furthering the *Fellow’s* ability to commence his or her post-graduate career in Washington DC.

The *Fellows* will receive academic credit toward their degree and will be evaluated based on a) the Director’s interaction with the employment supervisor and *Fellow* during the term of the apprenticeship; b) the supervisor’s evaluations; c) the *Fellow’s* self-evaluations, and d) weekly 1 to 2 page Policy Apprenticeship Journals.

Policy Apprenticeships: Compensation

Most Policy Apprenticeships are paid positions, reflecting the employer’s recognition of the value of well-trained graduate students with the capacity for more substantive and longer-term assignments (given the 6-month tenure of the apprenticeship.) Compensation will vary, of course, depending on the organization and policy sector.