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.