

## DPMI+

The Program on Design, Partnering, Management and Innovation

### Policy and Guidelines for Graduate Internships

#### I. POLICY AND OBJECTIVES

The Development Project Management Institute Practicum (DPMI Plus) experience is designed to give students the opportunity to apply the skills and knowledge of the classroom to a professional work situation while gaining practical exposure to the issues, problems, organizational structures and constituencies of their career field, and to meet employers' increasing demands for significant internship experience.

Students are expected to make a substantive contribution to the hiring organization. The intern's performance is held to the same professional evaluation standards as a permanent employee.

#### II. INTERNSHIP REQUIREMENTS

1. DPMI+ participants should secure a position at a reputable private, nonprofit, or governmental organization that meets their academic and professional focus. The position should supplement the knowledge gained in their coursework and offer an opportunity to apply skills and knowledge gained through prior classes. Professional experience is generally defined as a role requiring independent judgment pertinent to the field, *i.e.* policy formulation, independent and team research, event planning, project management, reporting, and evaluation work. DPMI+ assignments should be a minimum of 3 months with a minimum of 35 hours per week. Although academic credit is not awarded for the internship itself, the setting and opportunity the internship provides is directly related to the academic work DPMI+ students will complete for the 6-unit DPMI+ field course.
2. It is intended that students fit in with the needs and ongoing operations of their employers. Interns can be used on a rotating, department-to-department basis, in a fixed staff assignment, on special studies and projects/reports or in field investigations. The range of assignments a student completes during the internship is flexible ***as long as a majority of the work is compatible with a master's level curriculum and the student's degree focus. Eligible internships will include a set of deliverables that are covered by the DPMI training*** that can be measured against specifications articulated at the start of the internship in the mutually-agreed upon Terms of Reference (TOR). DPMI+ internships can be paid or unpaid. Assignments can be internships, short-term consultancies, or a relevant job provided all parties are aware that the DPMI+ participant is still completing his or her final coursework.
3. DPMI+ organizations and/or the student's tasks should have an international development or social change mission or focus.
4. Before starting an DPMI+ internship, each student must have a Terms of Reference (TOR) that is signed by the student, one internship supervisor, and the Director of Immersive Professional Learning and Special Programs. In some cases, the internship supervisor will develop the TOR, although it is more likely that the DPMI+ student will develop the first draft of the TOR for review by his or her supervisor once he or she receives an internship acceptance note. The TOR should be signed by the supervisor, student, and IPLSP Director in this order. Students should share a draft of the TOR with the IPLSP Director for feedback prior to sending a draft to their supervisor.
5. Attendance at a pre-departure administration meeting for outgoing DPMI+ students as well as completion of a pre-departure logistics packet is required. Meetings will cover process and safety and security information. The Monterey Institute provides emergency evacuation insurance for DPMI+ students.
6. The DPMI+ program does not provide visa assistance for DPMI+ internships other than enrollment verification letters. It is the student's responsibility to work with their internship host organization and research visa issues. International students at MIIS should notify the OIS office of their DPMI+ plans and internship location.
7. Fulbright scholars at the Monterey Institute should only select internships located in the United States.

#### III. GUIDANCE FOR SUPERVISORS

Working conditions and terms of compensation should be clarified during the TOR process. During the internship, the supervisor should be available to help the intern develop an overall view of the organization; to give the intern a comprehensive perspective of her/his work assignments and of the career field; to provide pertinent materials and explain procedures of the organization; and to provide ongoing, informal evaluation of the intern's development. Often, the student may attend organization-wide meetings or "shadow" an executive-level employee for a limited period. It is recommended that DPMI+ interns meet with their supervisor for at least 30 minutes on a bi-weekly basis.

The success of the internship experience hinges to a great extent on the relationship between the supervisor and the intern. The supervisor provides opportunities for learning and professional development and evaluates the intern's skill, ability, and overall contribution to the organization.

#### **IV. PERFORMANCE EVALUATION**

Throughout the internship, the Director of Immersive Professional Learning and Special Programs is available to discuss the experience with supervisors and interns. At the close of the internship, supervisors will be asked to complete a *Supervisor Evaluation of Student Intern* to provide the Monterey Institute and interns with feedback concerning the intern's knowledge, skill, ability, and career potential. Interns will be asked to provide a reflection piece to DPMI+ faculty and staff near the end of their internship.

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