

MASTER OF PUBLIC ADMINISTRATION DEGREE
**Application for Waiver of the Internship for Professional Work-
Related Experience**

Name: _____

Credits

Requested: Three Credit Hours Six Credit Hours

Please provide requested information for each position held in support of the request for a waiver.

Position: _____

Agency Name and Address:

Agency Telephone

Number: _____ Civil Service Grade(s): _____ N/A

Employed

From: _____/_____/_____ To _____/_____/_____

Please provide requested information for each position held in support of the request for a waiver.

Provide a resume or list of jobs, organizations and dates of your work.

Provide examples of the duties and responsibilities associated with each position.

Describe any supervisory responsibilities and the number of people you have supervised.

What administrative knowledge and skills did you use?

What educational and/or prior work experience is required for appointment to the position?

Name, title, address and telephone number of your immediate or last supervisor:

Approved Rejected

Signature and Date
Director, Graduate Programs in
Public Administration

Credit Waiver for Administrative Work Experience

You must apply within the first semester of being matriculated into the program (effective for students admitted Fall 2009 and after)

Three or six credits of the internship requirement may be waived on the basis of prior management and/or policy-level work experience in public or nonprofit organizations. (The number of credits waived depends upon several factors, including length of experience and types of responsibilities.) If you believe that your prior professional experiences may qualify for a partial or complete waiver, you may request a waiver. Requests for waivers are considered by the Director of Graduate Programs in Public Administration.

Formal approval of credit waivers are processed upon admission to the MPA program.

Three credits for professional work-related experience will be awarded for experience in a full-time position(s):

- in which you were continuously employed with one organization for a minimum of one year;
- concerned primarily with the implementation of program, policies and activities; and
- for which limited specialized administrative knowledge, skills and abilities were required as indicated by the experiential and/or educational qualifications for employment.

Six credits for professional work-related experience may be awarded for a full-time position(s):

- in which you were continuously employed for the equivalent of two years with the same organization (40 hours/week for 2 years; 20 hours/week for 4 years);
- concerned primarily with the management of line functions, substantial staff support functions in direct support of policy making, and/or substantial policymaking functions;
- that carried substantial responsibility; and
- for which specialized administrative knowledge, skills, and abilities were required as indicated by the work experience and/or educational qualifications for employment.