USC Price
Office of Career Services

Internship Requirements for MUP and MPA Students

Hours requirement:
MUP – 400 hours
MPA – 300 hours

1. **Secure an internship, paid (unpaid) related to your MPA or MUP:**
   a. Fulltime employed students – can use your job.
   b. All students have to strategize to complete one (generally full-time over the summer) or two, 150 hour internships twice during the academic year:
      a. Pre-service MPA students – determine if you wish to intern once or twice and endeavor to line up your internship when you are enrolling in PPD 543 but not required to do so in conjunction with PPD 543.
      b. MUP students – you can start interning in your first semester so determine if you want two internships or one depending on the diversity of professional experience you seek
      c. International students – you may have additional requirements that are unique to your visa status. See details below.

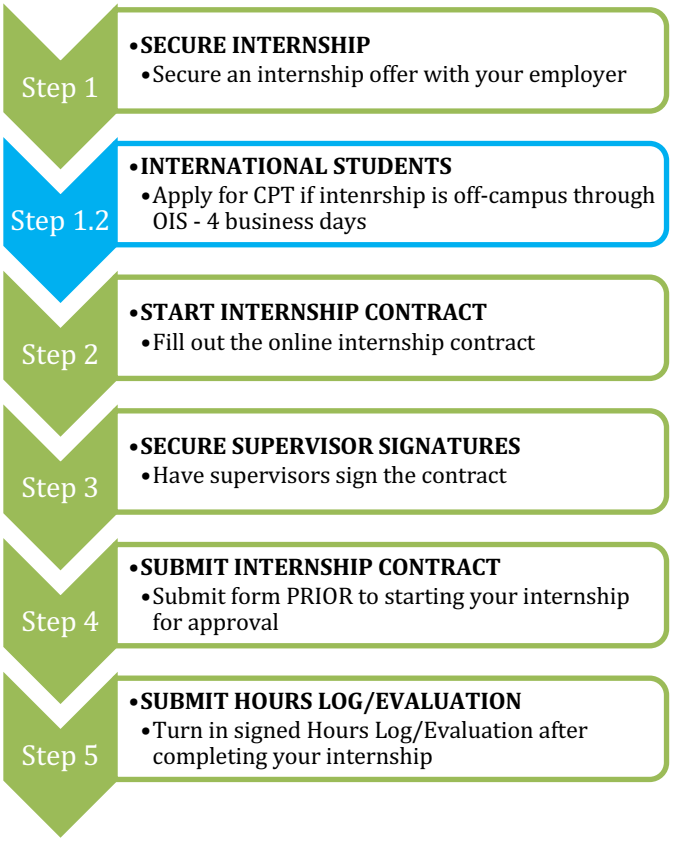
2. **Fill out internship paperwork online, which can be accessed via USC Office of Career Services or degree program website:** https://priceschool.usc.edu/careers/student-resources/internships-fellowships/internship-documentation/
   - **Due at the beginning of the internship**
3. Internship contract: your signature, your supervisor's signature, and tasks you will perform (which allows OCS to assure your internship relates to the MPA/MUP degree)
   - **Due at the end of the internship**
4. Hours log: honor system that has you log completed hours signed by your supervisor (allows OCS to prove to program you are fulfilling internship hours). Due at end of the internship, even if you extend your internship into a second semester or for the summer. Please track your hours as you are working at your internship so it's easier to complete the form at the end of your internship.
5. Employer Evaluation: allows employer to evaluate your performance. Due at end of the internship.

6. **Submit On-Line Documents to OCS**
   a. OCS will inform program administrators when you have completed your required hours.

International Students

1. Secure an Internship – at least 150 hours.
2. Apply for CPT with OIS for all off-campus internships (paid/unpaid); the process takes 4 business days
3. Complete steps 2 and 3 from above.
4. Try to have 1 Summer 300 hour or 2 academic-semester 150 hour each internships because small amounts like 20 hours will not be approved by OIS for CPT.
5. Want more professional experience? International students who secure paid or unpaid off-campus internships that exceed approved 300/400 hour requirement will need to enroll in PPD 596. Submit all paperwork and offer letter for D-clearance.

Internship Process



Should you have any questions regarding this process, please feel free to contact the Price Office of Career Services at 213-740-0546, price.careers@usc.edu