

Vermont Governor's Cabinet Graduate Internship Program

Memorandum of Understanding between

The University of Vermont Master of Public Administration

and the

Governor's Office of the State of Vermont

The University of Vermont's Master of Public Administration program will collaborate with the Governor's Office of the State of Vermont to establish a graduate internship program for the Governor's Cabinet and their designees. Interns will serve in any State agency seeking a qualified intern. The following is an outline of expectations, roles, and responsibilities of partners involved in this program:

The University of Vermont's Master of Public Administration (MPA) program will:

- Actively recruit qualified graduate students to apply for the internship
- Promote the Vermont Governor's Cabinet Graduate Internship Program through social media and direct communication with students
- Support the credit-bearing options by enrolling students in the PA 380 course and providing advising for interns
- Provide administration of the internship program, including evaluation, selection, and oversight of the intern and partner agency
- Develop measures for evaluation of the internship experience, both for the student and the agency partner
- Recommend interns to agency partners for final selection. While preference will be given to students within the UVM MPA program, ultimately the student applicant representing the best fit for the internship opportunity will be advanced for consideration.
- Work with the Governor's office to coordinate an annual closing event involving the Governor and agency partners to be held at the Pavilion in Montpelier, VT, or another location to be agreed upon by all parties
- Facilitate the learning and reflection portion of the internship annual event
- Ensure students complete a detailed set of learning objectives for their internships that is tied directly to learning objectives for their graduate program


The Governor's Office of the State of Vermont will:

- Provide communication and marketing to agency administrators about the internship program, and information about submitting a request for an intern
- Encourage agencies to provide at least minimal funding to support the intern's work if possible
- Work with UVM to coordinate an annual event with the Governor
- Be the program point of contact for state agencies
- Evaluate marketing materials as they relate to the internship program
- Inform interested graduate students who directly contact the Governor's Office about the program

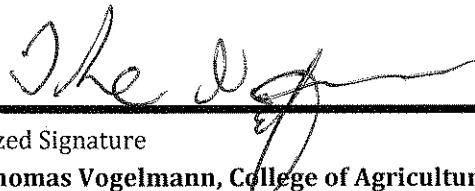
The collaborating agency will:

- Select the intern
- Provide supervision of the intern
- Provide a proposal that creates meaningful, measurable scope of work for the intern
- Provide an evaluation of the intern and scope of work completed

- Provide funding for the internship position, based on available resources
- Build a work plan with the student around their learning objectives
- Participate in the annual closing event with the Governor
- Retain discretion to terminate an internship as deemed appropriate


Governor Peter Shumlin
State of Vermont

7/23/14
Date


Authorized Signature
Dean Thomas Vogelmann, College of Agriculture and Life Sciences
University of Vermont Master of Public Administration

6/19/14
Date

