



HOW – AND WHY – TO HIRE LA FOLLETTE SCHOOL INTERNS

WHAT IS A LA FOLLETTE SCHOOL INTERNSHIP?

- Internships provide an opportunity for an employer to benefit from the skills of a highly trained La Follette School student, while the student gets the opportunity to apply skills and insights gained in academic course work.
- La Follette students have interned throughout Wisconsin and the United States, as well as overseas, at all levels of government, in non-profit agencies, and in the private sector.
- The hours and length of internships vary based on your needs and students' schedules. Most students are available to work full-time in the summer and part-time during the academic year.
- Although not required, with school approval, students may earn up to three graduate credits for their internship, using these minimum work hour guidelines:
 - 3 credits: minimum of 320 hours over at least 8 weeks
 - 2 credits: minimum of 240 hours over at least 6 weeks
 - 1 credit: minimum of 160 hours over at least 4 weeks

WHAT CAN I EXPECT FROM LA FOLLETTE SCHOOL INTERNS?

La Follette students are graduate students who can hit the ground running. Through a rigorous curriculum spanning several disciplines and a professional development program that hones job readiness skills, students:

- Acquire academic knowledge and practical skills in statistical analysis, microeconomic policy analysis, public management, policy analysis, and performance management;
- Gain contextual knowledge in the American policy process or international governance;
- Build the writing and presentation skills that are critical to their careers; and
- Choose from La Follette School courses that include budgeting, advanced statistical methods, benefit-cost analysis, program evaluation, macroeconomic policy, and personnel administration.

HOW DO I SET UP A LA FOLLETTE SCHOOL INTERNSHIP?

Setting up an internship is easy:

1. The employer drafts a position/project description (PD) and sends it to La Follette School Associate Director Steve Kulig at skulig@lafollette.wisc.edu. The description should contain:
 - a. A description of the duties and skills required;
 - b. Information about the potential schedule; and
 - c. A description of the hiring process (what application materials should be sent to whom by when)
2. The PD will be circulated among students who apply based on their skills, interest and availability.
3. The employer does the hiring, and if it is a paid internship, the employer handles the administrative details of reimbursement.
4. If a student wishes to receive credit for an internship s/he is responsible for acquiring school approval and completing the necessary paperwork (there is one brief form describing the position that must be signed by a supervisor).

WHAT ARE SOME EXAMPLES OF SUCCESSFUL INTERNSHIPS?

To view profiles of recent La Follette School interns and where they worked, see:

<https://www.lafollette.wisc.edu/career-development/internships/internship-summaries>

WHAT ARE THE NEXT STEPS?

If you are interested in offering an internship or in getting more information, please contact Associate Director Steve Kulig at skulig@lafollette.wisc.edu or at 608-262-8631.