



MPA / MHA Internship Waiver Form

Whether you are new to the profession, making a career change, or looking for ways to network and get a "foot in the door," the importance of an internship cannot be overstated. Internships provide you with experiences that create a bridge between classroom theory and the challenges of professional life. MPA and MHA students can be waived from their internship requirement only if they have substantial prior professional experience. If you desire an internship waiver, submit this form with your program application. If your job situation changes while you are in the program, you may submit this form to the program director during the term prior to your anticipated graduation.

Waiver must be based on a professional experience that:

- is equivalent to at least three years of full time employment
- has significant management, budgeting, development, and/or planning components
- was for organizations relevant to your concentration and career goals

Submit this form with your MPA/MHA application, or email or mail completed form to:

Quincy Williams (williamq@gvsu.edu)
School of Public & Nonprofit Administration
401 Fulton Street West, #288C DeVos Center
Grand Valley State University
Grand Rapids, MI 49504

Student Name:

G-Number:

Degree Program / Concentration:

Email address:

Attach a description of the professional experience you are using as the basis of this waiver request, as well as a current resume. Include your dates of employment, your primary duties and any special accomplishments. List a reference (your supervisor, if possible) with contact information. Explain how your experience relates to the work you hope to do after you graduate.

_____APPROVED

_____ DENIED

SPNHA Director, Internship Coordinator, or Faculty Advisor

date