

WILLIAM & MARY Public Policy

Elaine McBeth
Associate Director
W&M Public Policy
PO Box 8795
Williamsburg, VA 23187-8795

757-221-2386
mcbeth@wm.edu

Date

Supervisor Name
Address
City, State Zip

Via Email

Dear _____:

Thank you for the internship opportunity you are providing _____ this summer. As you are aware, this internship is a mandatory part of _____'s master's degree program and that he/she will be required to obtain an evaluation from you. So that you may better evaluate this summer's experience, what follows is a description of our academic program for which this summer internship is a required component.

The W&M Public Policy Program is a two-year, full-time, residential program, comprised of three broad educational goals:

First, through required core courses in the first year of the program, students develop advanced skills in quantitative and analytical techniques. These come primarily from the disciplines of economics, statistics, political science, and law. The skills developed here represent basic tools for policy analysis.

The second goal, an understanding of the full context of public policy, is achieved by exploring the application of these techniques in the context of the social, legal, and political environments in which they typically occur. Students gain an understanding of the political environment in which policy evolves, how the legal system affects policy at all levels of government, the ethical dimensions of public action, and the particular challenges of management in the public sector. Here the program draws from the disciplines of political science, organizational behavior, sociology, and ethics. In view of the importance of knowledge of law in public policy on the one hand, and the increasing interdependence in the global political economy on the other, the graduate program requires a set of courses that create a firm grounding in law and public policy and an understanding of the global dimensions of public policy.

The third goal of the program is to enable the students to develop as practicing professionals. Students acquire an understanding of the history of public policy in the United States and the ethical responsibilities of public servants. They also gain expertise in a particular dimension of public policy through a concentration in domestic or international affairs with specific tracks of policy interest such as regulatory policy (including environmental and health issues), state and local government policy, human resource policy and international trade, development and security issues.



Students gain practical, "hands-on" experience in their area of specialization through a summer internship following their first year of study. The following guidelines are meant to offer assistance in determining appropriate duties for student employees:

- Employment should last a period of at least ten weeks between May and August.
- Students are expected to work a normal full-time schedule of approximately forty hours a week.
- ***Please provide a written evaluation*** of the student's work at the end of the employment period. (It is expected that this letter will be written by the student's immediate supervisor, addressing the content and quality of work performed. This is not a certification of employment.)
- Beyond that which is necessary to perform their own work, we ask that clerical work, such as acting as a receptionist or running errands is kept to a minimum—the purpose of this internship is to gain unique and useful experience.
- The student's work must address some aspect of public policy in their area of specialization.

Please send a written evaluation of _____'s work to our office by **August 15, 202x**. We ask that your letter provides a frank evaluation of the goals and achievement of this internship.

Please let me know if I may be of further assistance.

Sincerely,

Elaine S. McBeth
Associate Director
W&M Public Policy

Cc: Student_intern