



DEPAUL UNIVERSITY

COLLEGE OF LIBERAL ARTS AND SCIENCES

School of Public Service

MPS 601

INTERNSHIP AGREEMENT

DATE:

Internship Agreement: 2021 - 2022

Name of student and e-mail address:

Name of organization, URL and address of internship site: Chicago Area xxxx Association

2 South Michigan Avenue, Suite xxx

Chicago, IL 60604

Site Supervisor: Ms. /Mr. xxxx

Title and contact information: Commercial and Economic Development Coordinator

Phone: (312) xxx-xxx E-mail address: xyzzz@jcl.xxx

About the organization:

The xxxx Association of xxxx represents 14,000 members from all xxxx specialties including commercial, development, management, xxxx.

The xxx Association advocates for members and their clients, and provide services to help members prosper.

A. Responsibilities of the Internship Position

Describe the proposed duties and responsibilities you would be performing during the internship:

During the internship, I will be canvassing commercial corridors in many of Chicago's seventy seven community areas. The canvassing involves going to the community area and conducting a business survey of the commercial corridor. The survey involves matching the business or building address to that of the parcel number on the zoning map provided by Chicago Metropolitan Agency for Planning.

B. List and briefly discuss the personal learning goals you wish to attain during the internship experience:

The main learning goal of the internship is to gain experience with developing a Full report. The Full report is to show a comprehensive view of Chicago property tax rates broken down into seventy seven commercial areas. Also, getting the opportunity to visit many of the Chicago neighborhoods I would otherwise not visit is an important aspect of this internship.

C. State how the proposed job duties and types of projects will help you meet these learning goals:

Compiling the data after canvassing the community area is my main contribution to the reports. However, smaller tasks include writing biographies and observations of the community areas we visit.

D. List any reading resources such as texts and articles that you may use during the internship to enhance the experience and include in the final paper:

“Making Government Work”, ed. Andrisani, 2019

“Timing Successful Policy Change”, Schuh, 2020

E. State how the site supervisor is considering supervising and evaluating the work you will do in the organization during the internship:

The site supervisor will evaluate my work based on my performance in compiling the data and assisting with writing for the reports.

F. How much time will the student spend at the internship per week?

10 hours per week usually on Mondays and Wednesdays (100 hours for internship)

G. Internship beginning and ending dates:

1 January – 30 March 2022

Credits: 4 quarter hours

Signature of Student: _____ **Date:** _____

Signature of Site Supervisor: _____ **Date:** _____

Signature of Internship Coordinator: _____ **Date:** _____
