

SUNY Buffalo State University
Department of Economics and Finance
Public Administration & Nonprofit Management
Internship
PAD 488 Internship
Spring 2025

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The Public Administration/Nonprofit Management Internship

Students who are matriculated in the Public Administration Minor can earn three credit hours through PAD 488 in external placements (capstone experience). Students can identify their own off campus internship opportunity or work with the PAD Internship Coordinator. The internship should not only give you a sense of the work culture, the expectations, mission, and work product of the agency in which you are interning but help you to recognize how your academic training has prepared you for making the transition from student to a professional in the field of public administration and/or nonprofit management. Students will write a technical report of 8-10 pages that blends theories and concepts learned in public administration and nonprofit management studies with on-the-job training in their internship. Because the internship is applied learning, this report is a technical report rather than a standard research paper you would write in senior seminar.

Students who are not enrolled in the Public Administration minor can still register for PAD 488. This is an **on-campus internship** designed to provide experience working in an office within a New York State agency (in this case, a comprehensive university campus that is part of the State University of New York system). We place on-campus interns with the Institute for European Union Studies at SUNY (working on a student team organizing and leading all aspects of the student-organized SUNY Model European Union from student recruitment to social media) and with the Public Administration program (assisting with database management, data reporting, covering public administration events, and social media). A technical report of 8-

10 pages is required for students to gain experience reporting on a particular subject such as a social media project, data collection, and so forth in a professional manner.

Course Hours

Students must document 135 hours of work. These hours are earned working in the office or remotely on tasks associated with the internship (approximately 100 hours, 8-10 hours/week), keeping a weekly journal, submitting a final paper about the internship experience, meeting with your on-site supervisor and others involved in your internship experience, and attendance at required workshops. Keep a log, which you submit weekly on Brightspace along with your journal entry.

Course Objectives/Student Learning Outcomes

1. Compare, contrast and integrate concepts from multiple theoretical approaches in the public administration core curriculum in an applied policy setting (off campus internship) or demonstrate professional report writing (technical report).
2. Practice navigating and thriving in a professional work environment.
3. Collaborate on projects and thereby gain teamworking skills.
4. Learn and practice new skills as appropriate such as answering emails in a professional manner, the use of social media in the professions, Excel, Qualtrics, scheduling software, and project management.

Pre-or Early Internship Assignments

1. Fill out the PAD 488 Internship Application.
2. Return Internship Sponsor Form (for off-campus internships).
4. Complete letter of compliance and waiver of liability internship form (for off-campus internships).
5. Set-up meeting with internship coordinator.
6. Register for PAD 488.

Course Components

Course Requirement & Assessment	Due Dates	Where to Submit	Percentage of Final Grade
Internship Application and Resume	Due prior to registering for the internship	Qualtrics through link provided	N/A
Journal & Time Log	Weekly (see Brightspace calendar)	Brightspace	40 points
Internship Report	May 14, 2025	Brightspace	40 points
Site Supervisor's Assessment	May 14, 2025	For off-campus internships. Email to Dr. Buonanno buonanl@buffalostate.edu	20 points

Use this chart to compare the accumulated points on Brightspace gradebook with your letter grade.

A	A-	B+	B	B-	C+	C	C-	D+	D	E
≥930	900	870	830	800	770	730	700	670	630	≤590

Journal and Time Log

Getting Started (Your first journal entry)

- Outline what you did at your site since you began working. What activities did you do?
- What is the mission of your organization? What are their objectives of your internship?

Future Journal Entries

Outline what you did at your site since your last journal entry. What activities did you do? What did you learn? Did you engage in any problem solving? How did you tackle the problem? Did you learn new skills or strengthen existing skills this week?

Site Supervisor's Letter

The site supervisor for off-campus internships must submit a letter to Dr. Buonanno that evaluates the student intern's performance.

Internship Report

Components in the Order Listed Below

Title Page

Title
Author's name
Course
Date

Executive Summary

This is a summary of the whole report, including purpose, findings, and conclusions. It should be about five percent as long as the document (1/2 page for a 10 page report).

Introduction

The introduction prepares readers to understand the document. It orients the reader to the report's purpose, subject, background, conclusion, and recommendations. It is a roadmap, not a summary. (Distinguish "introduction" from "executive summary.")

Body of the Report

Should be divided into sections, which are clearly delineated by using Word's heading feature (see Styles)

Conclusions & Recommendations

Summarize the major findings of the report and offer any recommendations (if you have any to offer).

Acknowledgments

List of people who helped you research or prepare the report.

Appendices

Any further material which is essential for full understanding of your report (e.g. large-scale diagrams, computer code, raw data, specifications) but not required by a casual reader.

Formatting & Writing

- 12 point, Times New Roman
- Double-spaced
- Check the report for spelling and typing errors, awkward syntax, incorrect punctuation, and any inconsistencies.
- Paragraphs should unify content and make the report more readable.
- Write using the active (rather than passive) voice.
- Consider design as well as content – be sure the report looks professional

- Because this is an internship report, you should feel free to use the first person singular rather than the third person.
- APA 7th for bibliography and in-text citation
- In the main text you must always refer to any diagram, graph or table which you use.
 - Label diagrams and graphs as follows – Figure 1.1 Graph of Website Usage
 - Refer to them in the text by “see Figure 1.1...”
 - Insert graphs, figures, photographs, and tables in the body of the report. Ensure proper formatting.

Regarding Services Provided by the Dean of Students

The Dean of Students Office helps students navigate the college experience, particularly during difficult situations such as personal, financial, medical, and/or family crises. If you or someone you know needs support, services are available. For a list of support services and information, please visit <http://deanofstudents.buffalostate.edu/>, 716-878-4618 or stop by 311

Campbell Student Union during business hours.

- Bengal 2 Bengal is an emergency fund offered for students in need. More information on parameters of the fund and application requirements can be found on the Dean of Student’s website: <https://deanofstudents.buffalostate.edu/emergency-relief-programbengal2bengal-fund>.
- The [Milligan’s Food Pantry](#) is an excellent resource for students on campus. Milligan’s provides students who are food insecure with the opportunity to get non-perishable food from a campus source. Juliet Meade can respond to questions regarding Milligan’s or the Emergency Relief Fund and is available at meadejl@buffalostate.edu or at 716-878-4618.
- [Student Conduct and Community Standards Office](#): Phone: (716) 878-3051
- [Weigel Health Center](#): Phone: (716) 878 – 6711
- [The Counseling Center](#): Phone: (716) 878-4436
- Student Resources Page: <http://deanofstudents.buffalostate.edu/resources-students>

Academic Misconduct

Buffalo State's [official academic misconduct policy](#) states that "all students at the college are expected to display honesty and integrity in completing course requirements and following college academic regulations." "Academic misconduct" refers to any form of plagiarism or cheating on examinations or assignments and is inconsistent with the aims and goals of the State University College at Buffalo. Source: <http://academicstandards.buffalostate.edu/misconduct>

Tutoring

FREE and UNLIMITED academic support for all students is available, both in-person and online. Students can get assistance through the Math Center, Writing Center, and Tutoring

Services located in Butler Library. After-hours online support is available through STAR-NY. Students in EOP may also seek support through the Academic Center for Excellence (ACE) in Butler Library. Schedule your appointment today on the [Bengal Success Portal](#) (Find us under Your Services)!

For more details check the tutoring website: <https://academicsuccess.buffalostate.edu/tutoring>.

Student Accessibility Services

Accommodations: Students who need accommodations to complete the requirements and expectations of this course because of a disability are invited to make their needs known to the [Student Accessibility Services](#) (SAS) Office, E. H. Butler Library 160, (716) 878-4500, email sas@buffalostate.edu or complete their request by filling out the [Initial Accommodation Request form](#).

Students registered with SAS should use the [Accommodate Portal](#) to submit their "Semester Request" (Letter of Accommodation) every semester. This letter informs faculty of the student's academic accommodations.

Title IX

My priority as your professor is to ensure a safe, respectful education environment where all students can learn and thrive. The University does not tolerate any form of discrimination or harassment (including sexual assault, dating and domestic violence, stalking) based on protected characteristics (e.g., sex, gender identity, sexual orientation, religion, pregnancy, etc.) or related retaliation. All faculty and teaching assistants are considered mandated reporters by the University, which means that if they observe or learn of sex-based harassment/ discrimination or related retaliation, they are obligated to immediately share that information with the University's Title IX Coordinator. This obligation, grounded in law and policy, is designed to protect the safety of students and the broader Buffalo State community, as well as ensure that students receive information about available supportive measures and resolution options to enable them to make informed choices. Supportive measures include reasonable academic accommodations available with or without the filing of a formal complaint.

If you need academic accommodations due to sex discrimination, harassment, or related retaliation, you may:

On Campus Resources:

- Contact the TIX Coordinator directly (titleix@buffalostate.edu or 716-878-5212), without sharing any personal information with me.
- If you would like to speak with a confidential counselor about sexual misconduct, The Counseling Center provides 24/7 confidential support for students via the Bengal Support Line (833-823-0260), or by scheduling an appointment at 716-878-4436.
- If you are a student with a disability and require reasonable accommodations to meaningfully participate in this course, please contact the University's Student Accessibility Services at your earliest convenience (sas@buffalostate.edu or 716-878-4500), as SAS is responsible for processing and approving such requests.

- If you are pregnant, have recently experienced childbirth, and/or have medical needs related to childbirth, please contact our Title IX Coordinator for assistance.

- You can file an anonymous report with our University Police Department: 716-878-6333, police@buffalostate.edu

Off Campus Resources:

- Crisis Services: 24/7 hotline, 716-834-3131

- National Suicide Prevention Lifeline: 1-800-273-8255

- Family Justice Center: 716-558-7233, safe@fjcsafe.org