

The Office of Service-Learning Civic Leaders Internship Program 2004-2005 Annual Report

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Program Goals and Objectives:

**Create opportunities* for undergraduates to participate in state government internships for academic credit

**Provide a sound academic foundation* for state leadership internships. Interns will be placed in positions that are related to their majors, reflect their future graduate school or professional interests, and respect students as learners.

** Encourage a sense of civic responsibility and a commitment to civic leadership* in undergraduates across disciplines. By exposing students to civic leadership in positive and well-supported learning environments, we hope to encourage a commitment to leadership and civic engagement as a lifelong enterprise.

Program Description:

The Civic Leaders Internship Program supports undergraduate students who serve the State of Missouri through internship opportunities in publicly-funded offices. Examples of internship sites include the Office of the Governor and the Lieutenant Governor, the Attorney General, State Representatives and Senators, and state Departments such as Mental Health and Economic Development.

Students involved with CLIP may choose to intern part-time (8 to 16 hours per week) or full-time (30 to 40 hours per week). To do so, they receive internship credit hours either through the Office of Service-Learning or their academic department. Full-time interns receive a \$1,500 stipend to support expenses they incur during the internship.

Field Coordination:

The MU Civic Leaders Internship Program provides support for and advocates the needs of both students and placement sites. Before placing a student at a site, the internship coordinator discusses the duties that an intern will carry out, the number of days and hours the intern will work, and any special job training or qualifications. Additionally, site visits throughout the semester ensure that the internship continues to be a positive learning experience for the student.

Internship Placements and Student Degree Programs:

80 undergraduates from degree programs across campus participated in CLIP internships during the 2004-2005 academic year. Degree programs represented include Political Science, Business, Communication, Psychology, Sociology, Agriculture and Journalism. Fifteen percent of our interns were sophomores, 22% were juniors, and 57% were seniors. 37.5% were male and 62.5% were

female. The average GPA of a CLIP intern at the beginning of their internship experience was 3.485. (See *Appendix A*, a list of students, academic programs, and placement sites.)

Volunteers:

CLIP received 100 requests for interns for the winter semester. Due to the high number of requests, we helped facilitate the placement of eight volunteers after our application deadline. In addition, three students enrolled in their own academic departments. We also helped find these students appropriate placement sites. (See *Appendix A*, a list of students, academic programs, and placement sites, including volunteers.)

Federal Government Internships:

Three Washington, D.C. interns earned academic credit through CLIP in the offices of Congressman Emmanuel Cleaver, Senator Jim Talent, and the White House Office of Political Affairs.

State Government and Leadership Class (3230H):

During winter semester, CLIP offered a 3-hour class entitled “State Government and Leadership” through the Honors College. Twelve students from MU enrolled in the class including part-time and full-time interns. The class, which was taught in the Capitol building in Jefferson City, included topics such as the budget process, leadership theory, government ethics, and roles of officials such as the Attorney General, Chief Clerk and Supreme Court Judges. Classes were taught by professors, elected officials, and other professionals. See *Appendix B* for a list of weekly class topics and speakers.

Internship Program Assessment:

Site Final Evaluation of Intern’s Performance

<u>Performance Area</u>	<u>Excellent</u>	<u>Good</u>	<u>Average</u>	<u>Needs Help</u>	<u>Can’t Rate</u>
Work Product	82 %	15 %	2 %	---	---
Dependability	84 %	11%	4 %	---	---
Adaptability	80 %	15 %	2 %	---	---
Ability to get along	82 %	11 %	5 %	---	---
Attitude	80 %	15 %	4 %	---	---
Initiative	76 %	16 %	4 %	2%	---
Responsibility and Judgment	78 %	16 %	2 %	2 %	---
Overall rate of performance	84 %	9 %	4 %	---	---

Student Final Evaluation of CLIP

<u>Performance Area</u>	<u>Excellent</u>	<u>Very Good</u>	<u>Good</u>	<u>Below Average</u>	<u>Poor</u>	<u>Average</u>	<u>N/A</u>
Application Process	39 %	41 %	6 %	6 %	---	---	---
Interview Process	33 %	44 %	11 %	6 %	---	---	2 %
Placement Process	59 %	20 %	4 %	6 %	---	---	7 %
Orientation	17 %	24 %	19 %	13 %	6 %	---	---
Class Requirements	13 %	22 %	28 %	20 %	7 %	6 %	---
Accessibility of Coordinator	67 %	19 %	9 %	---	---	---	---
Overall Experience	44 %	41 %	6 %	2 %	---	---	4 %

The category “N/A: represents those students that did not fill out a specific part of the evaluation on CLIP, or felt that category was not applicable to their experience with CLIP.

