

## UNH MPA Program – Advising Form Determination of Capstone Status

This form is intended to demonstrate a student’s level of experience in the public sector. This information will be used to determine one’s Capstone requirement as a practicum, a 300 hour internship, a 300 hour internship with a project or a 600 hour internship.

**Student Name** \_\_\_\_\_

**Definitions:**

*In-Service (3 credits)*

In-service students are those who have served in a managerial capacity for a minimum of 2 years or in a supervisory capacity for a minimum of 4 years in a public organization or a private organization with substantial government or non profit interaction. Students seeking In-service designation must demonstrate that they have been responsible for a staff in their managerial/supervisory capacity and all of the functions this requires; or that the level of their work involved a degree of substantial responsibility for the functions of their agency.

There will be two designations for this category.

- A. **In-service – non transitional** - These students meet the requirements detailed above and intend to remain in the same field upon completion of the MPA program. These students are exempt from the internship requirement and can complete a practicum as a 3 credit POLT 908A.
- B. **In-service – transitional** – These students meet the requirements outlined above but are intending to make a transition to another field. These students can opt to take a 3 credit, 300 hour internship in the transitioning field in lieu of the 3 credit practicum and will sign up for POLT 908A.

*Pre-Service (6 credits)*

The Pre-service designation is for any student who does not meet the In-service standards detailed above. There will be two designations in this area.

- A. **Pre-service – limited or no experience** – These students have limited to no experience in the public sector and will be required to take the 600 hour, 6 credit internship, POLT 908B.
- B. **Pre-service – experience** – These students have worked for a minimum of three years in a full time role in the public sector or a private organization with substantial government or non profit interaction, but have limited experience serving in managerial or supervisory capacities. These students will be required to complete a 300-hour internship as well as a modified practicum project designed to complement their internship assignment. This will be taken for 6 credit hours as POLT 908B.

**Work Experience:**

Please list your three most recent positions as well as the start and end date for the position/title named. Please submit a letter of reference from one of these organizations at minimum.

<b>Name of the Organization</b>				
<b>Position/Title</b>				
<b>Start Date</b>		<b>End Date</b>		<b>Hrs/week</b>
<b>Description of Duties</b>				

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Student Name \_\_\_\_\_

<b>Name of the Organization</b>				
<b>Position/Title</b>				
<b>Start Date</b>		<b>End Date</b>		<b>Hrs/week</b>
<b>Description of Duties</b>				

<b>Name of the Organization</b>				
<b>Position/Title</b>				
<b>Start Date</b>		<b>End Date</b>		<b>Hrs/week</b>
<b>Description of Duties</b>				

Have you had at least 2 years of managerial experience or 4 years of supervisory experience in the public sector or high level responsibility? (Check One)     YES     NO

If yes, please explain \_\_\_\_\_

Based on the information above this student is considered (Capstone Coordinator, Check One)

**In Service – 3 credits (POLT 908A)**

\_\_\_\_\_ *In service – non transitional* – Complete 3 credit practicum

\_\_\_\_\_ *In service – transitional* – Complete a 3 credit, 300 hour internship

**Pre Service – 6 credits (POLT 908B)**

\_\_\_\_\_ *Pre service – limited or no experience* – Complete a 6 credit, 600 hour internship

\_\_\_\_\_ *Pre-service – experience* – Complete a 6 credit, 300 hour internship and a project

I have completed this form in good faith and all information is accurate to the best of my knowledge. I understand I am considered (Check One)     In-service – non transitional     In-service – transitional  
 Pre-service – limited or no experience     Pre-service – experience and will be required to complete the necessary course work for completion of my MPA degree.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Capstone  
Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_