



SCHAR SCHOOL OF POLICY AND GOVERNMENT

George Mason University®

Graduate Internship Program Packet and Course Syllabus

Schar School of Policy and Government
George Mason University
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(703) 993-3762

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PROGRAM OVERVIEW AND GUIDELINES

- The Schar School of Policy and Government Graduate Internship Program provides an opportunity for you to gain professional experience and skills that will complement your academic program and enhance your career opportunities. The program also is intended to support area organizations by allowing employers to work with graduate students in an effort to increase recruiting success.
- The internship program is open to all degree-seeking Schar School Master's students who have completed a minimum of 9 credits of required coursework with a minimum cumulative 3.0 GPA.
- The Schar School of Policy and Government reserves the right to deny internship placements.
- Students are permitted to apply a maximum of 3 credit hours of internship toward graduation. Students completing the internship credit must enroll in POGO 794, based on their degree program.
- During mid-semester, Schar School Career Services will check in with you and your employer to ensure that your internship is of benefit to both of you. If you or your supervisor would like an in-person site visit, to assist in the continued development and quality of the internship experience, one can easily be arranged.
- **Internships must:**
 - Be a minimum of 300 hours of work. Work hours should be completed over a maximum of 15 weeks.
 - Require application of the skills acquired in the graduate program.
 - Include work that is appropriate for graduate level students and be of importance to the sponsoring organization.
 - Not be at a current place of employment.

Important Steps and Information for International Students

- International students seeking to complete an internship for academic credit, especially if you are in the MPP or ODKM program, which requires an internship for degree completion, need to seek an internship once they have completed two semesters worth of course work. It is important to contact Duane Bradshaw, Director of Career Development, to plan for your internship and prepare for the search and application process. He can be reached at <dbradsha@gmu.edu>.
- International students in the MPP and ODKM program **should not wait until their last term** to complete an internship for academic credit. Obtaining an internship is not guaranteed. As an internship is required for these programs, the inability to complete the internship requirement before graduation could jeopardize degree completion and visa status.
- If you are a student on an F-1 visa, and you have a **paid** internship opportunity, you **must** be authorized for off-campus employment **before** beginning a paid internship position.
- F-1 students must be full-time students for one academic year before they become eligible for off-campus work authorization.
- To be authorized, you must have work authorization noted on page 3 of your I-20 by the Office of International Programs and Services (OIPS) for the period of time of the internship.
 - ❖ Violating the regulations of your visa by working without authorization, even accidentally, is a very serious offense that can result in the revocation of your F-1 visa status.
- If your I-20 has not been stamped within three days of your registering for the internship class, your enrollment in the internship class will be suspended. Please make sure that your I-20 indicates that you are authorized to work in the United States.
- Any questions or uncertainties about this process, or other processes that involve your F-1 visa status, should immediately be addressed to the Office of International Programs and Services at (703) 993-2970.

Special note to students enrolled in the Master of Public Policy (MPP) or Master of Science – Organization Development and Knowledge Management (ODKM):

The MPP and ODKM programs require that all students complete a three-credit internship if they do not have two years of relevant work experience. It is important to contact Duane Bradshaw, Director of Career Development, if you have concerns about this requirement. He can be reached at <dbradsha@gmu.edu>.

If you have a minimum of t

wo years' relevant work experience and would like to apply for a waiver of the internship, please see the **Internship Waiver Packet**, available online on the [Schar School Career Services page](#).

Internship Approval Guidelines & Registration Instructions Prior to Registering for the Internship:

* The following items must be turned in together to Duane Bradshaw, Van Metre Hall, Room 560.
Materials can be submitted by email (preferred), fax or in hard-copy. *

- **PAPERWORK DEADLINE:** As deadlines vary, please check with Duane Bradshaw <dbradsha@gmu.edu> about the appropriate deadline for your semester.

1) INTERNSHIP/EXPERIENTIAL LEARNING AGREEMENT FORM

- The Internship/Experiential Learning Agreement Form is located in Appendix A, page 10-11.

2) COURSE SYLLBUS, ATTACHMENT A

- The Course Syllabus, Attachment A is located in Appendix A, pages 12-15.

3) GENERAL TERMS AND CONDITIONS, ATTACHMENT B

- The General Terms and Conditions, Attachment B is located in Appendix A, pages 16-18.

4) STUDENT PARTICIPATION CONSENT AGREEMENT, ATTACHMENT C

- The Student Participation Consent Agreement, Attachment C is located in Appendix A, page 19.

5) COPY OF JOB DESCRIPTION

- A copy of the duties that will be performed (preferably on employer letterhead) must be submitted with the Internship Agreement Form

6) COPY OF UNOFFICIAL TRANSCRIPT

- A copy of your Unofficial Transcript (printed from PatriotWeb) must be submitted with the Internship Approval Form

Upon receiving approval from Duane Bradshaw, students will be notified that they are permitted to register for academic credit on PatriotWeb, in POGO 794.

Course Syllabus (POGO 794)
Internship: Professional Development
Fall 2026

Faculty Director: Robert L. Deitz	Classroom: Van Metre Hall 602
Email: rdeitz@gmu.edu	Arlington Office: Van Metre Hall 674
Phone: 703-993-3480	ARL Office Hours: Email for appointment
Career Dev. Director: Duane Bradshaw	Arlington Office: Van Metre Hall 560
Email: dbradsha@gmu.edu	ARL Office Hours: 9:30am-6:00pm M-Th
Phone: 703-993-3188	9:30am-5:30pm F
	Email for appointment

Goals/Objectives:

The Schar School of Policy and Government internship program is an important aspect of students' professional development and leadership skills. The practical experience gained is expected to complement and enhance the academic program. In addition, the program should expand students' career choices and employment opportunities.

Learning Outcomes:

Students will be able to apply public policy, academic knowledge and skills in a supervised work setting (i.e. government, non-profit and private firm organizations). They will demonstrate continued enhancement of professional, leadership and networking skills during the internship.

Submission of Class Papers/Presentations:

All paper proposals, paper drafts and presentation slides must be submitted to Internship Faculty Director in hard copy, not e-versions.

Requirements:

1. Two class meetings – presentation and discussion format:
Meeting One – **Monday, September 21st, 2026, 1:30-4:10pm**
Discuss the organizational structure of your place of employment, supervisory relationships, and internship assignment.
Meeting Two – **Monday, December 7th, 2026, 12:30-4:10pm**
Formal presentation of the internship paper.
2. Attend three career information or professional development sessions. A complete listing of Schar School sessions will be available from Duane Bradshaw, Director of Career Development. Attendance must be documented and confirmed by Duane Bradshaw using the Schar School Career Information and Professional Development Attendance Form located in this packet in Appendix B, page 25. Sessions can be completed by a number of methods:
 - a. Schar School career development workshops
 - b. Professional development/training workshops at your internship site
 - c. Two informational interviews to replace one workshop – this can be used to replace only one workshop. You would conduct two informational interviews of people who work at your internship site. What does their work entail? How does that contribute to the overall goals of the organization? Do they have suggestions of skills you could develop that would make you a better professional in the field? You will need to submit a synopsis of what was discussed (1-2 paragraphs per interview).

- d. Professional conference – if there is a conference you attend for work, this could be used. When thinking of a workshop it takes place for one hour. So, if this is an all-day conference, it could be used to fulfill all of the workshop requirements. You need to email a description of the conference and materials from the conference showing you attended.
- e. Professional association network events – associations in the area offer networking events, speakers and panels. This can be used to fulfill a workshop requirement. You need to email a description about the event and materials from the event showing you attended.
- f. University Career Services workshops – UCS offers workshops on the Fairfax campus. These workshops can be used to fulfill the workshop requirement. You will need to submit materials collected for the workshop to show attendance. ****NOTE** – these workshops tend to be more undergraduate focused and may not be relevant to your professional development needs.

3. Internship final paper and presentations

Paper Guidelines

- Your final internship paper (approximately 10 pages) relates your workplace experience in a professional development context.
- You may use relevant literature and Schar School course syllabi to support your topic. This paper is not a discussion of what you did at your internship, but an in-depth synthesis of professional development skills gained from the internship experience. The internship faculty director will provide guidance regarding expectations and specifications of the final paper.
- **DEADLINE:** Final internship paper: **Monday, December 7th, 2026**

Presentation Guidelines

- All students will provide approximately an eight-minute paper presentation, including questions and answers, during the final class meeting.
- Briefing slides and professional attire preferred.

4. Internship Supervisor Final Evaluation and Student Final Evaluation

- The Supervisor Final Evaluation form is located in this packet in Appendix A, page 16.
- Your workplace supervisor must submit a final evaluation of your performance that will be used to determine your final grade. Please be sure to schedule time to meet with your supervisor to ensure that your evaluation is submitted by the last day of class.
- The Student Final Evaluation form is located in this packet in Appendix A, page 17.
- **DEADLINE:** Internship supervisor and student final evaluations: **Monday, December 7th, 2026**

5. Final Presentation Materials – **two hard copies** of the following materials must be submitted at the presentation on **Monday, December 7th, 2026:**

- Internship Paper
- Schar School Career Information and Professional Development Attendance Form
- Internship Supervisor Final Evaluation Form
- Student Final Evaluation Form

Grading:

- The Internship Faculty Director will assign the final grade of “satisfactory” or “no credit.” **All of the assignments must be completed to receive a satisfactory grade.**
- Turn in all assignments to the Internship Faculty Director who will assign grades. It is your responsibility to ensure that all documents are submitted by the appropriate deadlines.

Academic Accommodation for a Disability

If you are a student with a disability and you need academic accommodations, please see me and contact the Disability Resource Center (DRC) at 703-993-2474. All academic accommodations must be arranged through the DRC.

Schar School Policy on Plagiarism

The profession of scholarship and the intellectual life of a university as well as the field of public policy inquiry depend fundamentally on a foundation of trust. Thus, any act of plagiarism strikes at the heart of the meaning of the university and the purpose of the Schar School of Policy and Government. It constitutes a serious breach of professional ethics and it is unacceptable.

Plagiarism is the use of another’s words or ideas presented as one’s own. It includes, among other things, the use of specific words, ideas, or frameworks that are the product of another’s work. Honesty and thoroughness in citing sources is essential to professional accountability and personal responsibility. Appropriate citation is necessary so that arguments, evidence, and claims can be critically examined.

Plagiarism is wrong because of the injustice it does to the person whose ideas are stolen. But it is also wrong because it constitutes lying to one’s professional colleagues. From a prudential perspective, it is shortsighted and self-defeating, and it can ruin a professional career.

The faculty of the Schar School of Policy and Government takes plagiarism seriously and has adopted a zero tolerance policy. Any plagiarized assignment will receive an automatic grade of “F.” This may lead to failure for the course, resulting in dismissal from the University. This dismissal will be noted on the student’s transcript. For foreign students who are on a university-sponsored visa (eg. F-1, J-1 or J-2), dismissal also results in the revocation of their visa.

To help enforce the Schar School policy on plagiarism, all written work submitted in partial fulfillment of course or degree requirements must be available in electronic form so that it can be compared with electronic databases, as well as submitted to commercial services to which the School subscribes. Faculty may at any time submit student’s work without prior permission from the student. Individual instructors may require that written work be submitted in electronic as well as printed form. The Schar School policy on plagiarism is supplementary to the [George Mason University Honor Code](#); it is not intended to replace it or substitute for it.

Appendix A – Internship Forms

**SCHAR SCHOOL of POLICY and GOVERNMENT
at GEORGE MASON UNIVERSITY
INTERNSHIP/EXPERIENTIAL LEARNING AGREEMENT FORM**

THIS EXPERIENTIAL LEARNING AGREEMENT ("Agreement"), dated this ____ day of ____, 20____ (the "Effective Date"), is made by and among

____ ("Student"),

____ ("Site"),

and **George Mason University ("University")**, an educational institution and agency of the Commonwealth of Virginia, (together, the "Parties"). The purpose of this Agreement is to place Student in a work assignment with the Site, as part of an experiential learning program ("ELP"), offered by the University for academic credit.

Description of ELP:

Site: ____

Site Supervisor: ____

Address: ____

Title: ____

Email: ____

Telephone: ____

Faculty Supervisors: Bob Deitz, Duane Bradshaw

TERM: ____

Start Date:

End Date:

Student General Information:

Student Name: ____

Degree Program: ____

Student ID / G#: ____

Student Mailing Address: ____

Telephone: ____

GMU E-mail: ____

Internship Course: I understand that students are allowed to apply a maximum of three credits of internship toward graduation: ____ (Initials)

Semester of Internship Enrollment (circle one): Fall _____ Spring _____ Summer _____
Year Year Year

☐ Paid ☐ Unpaid Hours per week: _____ Start Date: _____ End Date: _____

Site Location: ☐ In-person ☐ Hybrid ☐ Virtual

The following documents are attached and are incorporated herein by reference:

1. **Attachment A:** Syllabus
2. **Attachment B:** General Terms and Conditions
3. **Attachment C:** Student Participation Consent Agreement

The Student, the Site, and the University agree with the above terms, and with the terms and conditions on Attachments A and B.

Signatures:

Student: _____

Date: _____

Site: _____

Date: _____

University: _____

Date: _____

**EXPERIENTIAL LEARNING AGREEMENT
ATTACHMENT A**

**Course Syllabus (POGO 794)
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Initials: **Student:** _____ **Site:** _____ **Mason:** _____

George Mason University; Schar School of Policy and Government – Career Services
3351 Fairfax Drive, Arlington, VA 22201 Phone: (703) 993-3762 Fax: (703) 993-4876

Updated: July 2, 2026

**EXPERIENTIAL LEARNING AGREEMENT
ATTACHMENT B
GENERAL TERMS AND CONDITIONS**

THIS EXPERIENTIAL LEARNING PARTICIPATION AGREEMENT (“Agreement”), dated this ____ day of ____, 20____, (the “Effective Date”) is made by and between George Mason University (the “University”), a public institution of higher education and agency of the Commonwealth of Virginia, and ____ (“Site”). The University and Site are each referred to individually as “Party” and collectively as the “Parties.”

WHEREAS, the University and Site recognize the importance of providing high-quality practical learning experiences, including clinical and non-clinical experiences, internships, externships, practicums, and/or rotations (“Field Experience”), for the benefit of students (“Students”) enrolled in certain University academic programs listed in **Participating University Programs**, as may be amended from time to time and incorporated herein by reference; and

WHEREAS, Site maintains the facilities, personnel, and other resources necessary to provide Students with opportunities to observe and participate in the practical application of classroom instruction in a professional setting through such Field Experience;

NOW, THEREFORE, IN CONSIDERATION of the mutual promises and benefits hereunder and other good and valuable consideration, the Parties mutually agree to the following:

1. **TERM AND TERMINATION.** This Agreement shall remain in effect for a period of ____ from the Effective Date, unless earlier terminated in accordance with this Section. Either Party may terminate this Agreement upon ninety (90) days’ prior written notice to the other Party. To the extent practicable, any Student then participating in a Field Experience at Site shall be permitted to complete the Field Experience. No amendment, modification, or renewal of this Agreement shall be valid unless in writing and executed with the same formality as this Agreement.
2. **RESPONSIBILITIES OF SITE.** SITE shall:
 - A. Designate a qualified Site Supervisor to coordinate with the University’s Faculty Supervisor in planning and providing appropriate learning opportunities consistent with the objectives of the Field Experience. The Site Supervisor shall oversee, monitor, and supervise each Student throughout the Field Experience.
 - B. Accept, each term (i.e., summer, fall, spring), a mutually agreed-upon number of Students for participation in the Field Experience, subject to staff availability and other operational considerations of the Site, with such number to be confirmed in writing by the Parties.
 - C. Provide Students and, as appropriate, the University Faculty Supervisor with orientation, applicable written administrative guidelines, policies, procedures, rules, regulations, and such other training (including safety and compliance training) as the Site reasonably determines necessary for the Field Experience, and shall communicate to the University in a timely written manner any material changes to the Field Experience. The Site shall also orient Students and University faculty to relevant Site staff, applicable safety protocols, and the physical environment, including informing Students of any known risks associated with their participation in the Field Experience at the Site.
 - D. Provide the University with all selection criteria and any requirements applicable to participation in the Field Experience including, without limitation, criminal background checks, drug testing, health screenings, immunizations, CPR certifications, etc., and shall notify the University in writing of any such requirements no later than thirty (30) days prior to the start of each term.
 - E. Provide Students with opportunities for observation and practice involving the Site’s clients, unless the Site determines that specific restrictions are necessary.

- F. Cooperate with the University in implementing the Field Experience for Students. Services performed by Students shall have educational value and be consistent with the agreed-upon goals and objectives of the applicable academic program.
- G. Cooperate with University to provide general program accessibility and reasonable accommodations for students requesting such accommodations under applicable law, including the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and Title IX of the Educational Amendments of 1972. Both parties are committed to creating and maintaining a learning and working environment designed to promote high quality and inclusive academic experiences.
- H. Subject to facility limitations and space availability, the Site shall provide Students, as appropriate, with access to office space, locker space, or similar accommodations, and permit Students to use available parking at the Site's facilities.
- I. Support the evaluation of Students' learning and performance by completing University-provided assessment forms and submitting them to the University within the requested timeframe.
- J. Retain responsibility over Site operations, quality standards, and the care of Site's clients.
- K. Inform Students of the availability of first aid and emergency care while at the Site. Any costs associated with such medical care and fees shall be the responsibility of the Student.
- L. Provide prompt written notification to the University if a claim arises involving a Student.

3. **RESPONSIBILITIES OF UNIVERSITY.** University shall:

- A. Assign to the Site only those Students who have satisfactorily completed the academic prerequisites for the Field Experience and any other reasonable eligibility requirements communicated in writing to the University by the Site.
- B. Assign a Faculty Supervisor, as needed, to coordinate the Field Experience and monitor the Student throughout the Field Experience.
- C. Provide the Site Supervisor, as applicable, with the program's goals and objectives for the Field Experience prior to the start of the Field Experience. University faculty shall collaborate with the Site staff in the selection of appropriate experiences for Student assignments.
- D. Prior to each Field Experience, the University shall provide the Site with the estimated number of Students and faculty to be assigned, together with the anticipated dates and duration of such assignments. No later than the beginning of the Field Experience, the University shall provide names of assigned Students, their assigned days and hours, and any applicable University holidays.
- E. Advise Students of their responsibilities to conduct themselves in accordance with the Site's policies, rules, and regulations.
- F. As applicable, advise Students that client and other Site records are confidential and may not be disclosed to any person without the Site's prior written consent. If the Site requires a Student to sign a confidentiality agreement, the Site shall provide the agreement to the University or directly to the Student, as applicable.
- G. Advise Students that they are responsible for all expenses associated with the Field Experience, including transportation, meals, and other personal expenses.
- H. Retain ultimate responsibility for the Student's education, assessment, and the awarding of academic credit upon satisfactory completion of the Field Experience.

4. **PROGRAM SPECIFIC TERMS**

- A. In the event that a University academic program participating under this Agreement is subject to additional program-specific requirements, responsibilities, or conditions, such additional terms shall be set forth in **Attachment B (Program-Specific Terms)**, attached hereto and incorporated herein by reference. To the extent Attachment B applies to a particular program, the Parties agree to comply with its terms in connection with the applicable Field Experience.

5. **MUTUAL RESPONSIBILITIES**

- A. The University and the Site reserve the right to remove or reassign a Student from a Field Experience at any time if either Party determines that continuation of the Field Experience is not appropriate or

in the best interest of the Student, the Site, its clients/patients, or the University. Such action may be based on academic, professional, interpersonal, scheduling, safety, or other considerations. The Party making such determination shall so notify the other Party in writing through that Party's agent who is most closely associated with the Field Experience.

6. GENERAL

- A. Applicable Law; Venue. This Agreement shall be construed, governed and interpreted by and in accordance with the laws of the Commonwealth of Virginia. Any litigation with respect to this Agreement shall be brought before a court of competent jurisdiction in the Commonwealth of Virginia. The Parties agree that they shall comply with all applicable federal and state laws.
- B. Entire Agreement. This Agreement constitutes the entire understanding of the Parties with respect to the subject matter herein and supersedes all prior oral or written agreements with respect to the subject matter herein. This Agreement may be modified or amended only by a writing signed by the Parties.
- C. Severability. Should any portion of this Agreement be declared invalid or unenforceable for any reason, such portion is deemed severable from the Agreement, and the remainder of this Agreement shall remain fully valid and enforceable.
- D. Waiver. The failure of a Party to enforce any provision in this Agreement shall not be deemed a waiver of such right.
- E. Assignment. Neither Party shall assign or otherwise transfer its rights or delegate its obligations under this Agreement without the prior written consent of the other Party. Any attempted assignment, transfer or delegation without such consent shall be void. All the terms and provisions of this Agreement shall be binding upon and inure to the benefit of the Parties hereto and their successors and assigns.
- F. Independent Contractors. The relationship of the Parties to each other is solely that of independent contractors. No Party shall be considered an employee, agent, partner or fiduciary of the other except for such purposes as may be specifically enumerated herein, nor shall anything contained in this Agreement be construed to create any partnership or joint venture between the Parties. The University does not sponsor, endorse, or make any express or implied warranties for Site.
- G. No Employment or Compensation. No Student will be considered an employee of either the University or the Site because of participation in the Field Experience and the Student shall not displace any of Site's regular employees. In addition, the Parties understand and agree that Students will not be entitled to compensation for their participation in the Field Experience or be entitled to a job at the conclusion of the Field Experience.
- H. Confidential Information. Neither Party shall disclose or use any information of a private, confidential or proprietary nature, or any other trade secret, without prior written authorization, except as required by law. The Parties shall also advise Students regarding the confidentiality of records and Site may request a Student sign a confidentiality agreement provided by the Site to the Student prior to participation in the Field Experience.
- I. FERPA. All Student data shall be considered to be confidential, and any release of information shall be in compliance with the Family Educational Rights and Privacy Act ("FERPA") (20 U.S.C. §1232g; 34 CFR Part 99) and Code of Virginia § 23.1-405(C). Site and its employees shall be considered a "school official" with "legitimate educational interests" in University education records, as those terms have been defined under FERPA and its implementing regulations, of any

student participating in the Field Experience, to the extent those records are necessary for the student's participation in the Field Experience. Site and its employees agree to abide by the limitations and requirements imposed on school officials, only use the education records for the purposes related to the Student's participation in the Field Experience, and not share such data with or disclose it to any third party except as required by law, or authorized in writing by the University.

- J. Force Majeure. Neither Party shall be responsible for any delay or failure in performance resulting from any cause beyond its control, including, without limitation, war, terrorism, strikes, civil disturbances, national or regional health emergencies (including outbreaks, epidemics, and pandemics, regardless of whether such health emergency existed as of the Effective Date of this Agreement), and acts of God.
- K. Publicity. Except as specifically provided for herein, the Site shall not use, in its external advertising, marketing programs, or promotional efforts, any data, name, insignia, trademarks, pictures or other representation of the University or its employees except on the specific written authorization in advance by the University. The University must receive all requests for authorization in writing no later than ten (10) days in advance of the use date.
- L. Nondiscrimination. Both Parties to this Agreement agree to not discriminate on any basis prohibited under state or federal law or University Policy.
- M. Sovereign Immunity. Nothing in this Agreement shall be deemed a waiver of the sovereign immunity of the Commonwealth of Virginia or of George Mason University.
- N. Authorized Signatures. The signatory for each Party certifies that he or she is an authorized agent to sign on behalf of such Party.
- O. Third-Party Beneficiaries. No third party is entitled to rely on any of the representations, warranties and agreements of the Parties contained in this Agreement. No Party assumes any liability to any third party because of any reliance on the representations, warranties and agreements of the Parties contained in this Agreement.
- P. Liability. To the extent provided by the laws of the Commonwealth of Virginia, University shall be responsible for the ordinary negligent acts or omissions of its agents and employees causing harm to persons not a Party to this Agreement. Site agrees that it shall be responsible for the ordinary negligent acts or omissions of its agents and employees causing injury to persons not a Party to this Agreement. Nothing herein shall be deemed a waiver of the sovereign immunity of the Commonwealth of Virginia or require the University to indemnify, defend, or hold harmless Site for claims brought against Site.
- Q. Insurance.
Site: During the Term of this Agreement, Site shall procure and maintain commercial general liability insurance, including professional liability coverage and, if applicable, non-owned and hired automobile liability coverage, with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate. Workers' Compensation coverage shall be maintained where required by law. Such insurance shall cover Site and its officers, agents, and employees for acts or omissions arising in connection with this Agreement. Site shall provide the University with a Certificate of Insurance at least ten (10) days prior to the start of the Field Experience and upon renewal or replacement of coverage and shall notify the University of any material changes in coverage. Additional insured endorsements shall be provided upon request. Governmental entities may satisfy these requirements through self-insurance.

University: The University is an agency of the Commonwealth of Virginia and is self-insured by the Commonwealth of Virginia Risk Management Plan for all claims up to the maximum provided by the Code of Virginia. The University, its agents, Students (while participating within the authorized scope of a Field Experience in order to meet pedagogical requirements), and employees are covered to the extent provided in the Plan. This insurance does not cover the operation of Site vehicles. Additionally, the Plan may not provide coverage for the Student while participating in the Field Experience if the Student is also an employee of the Site. All determinations regarding Plan coverage are made by the Department of Risk Management and not the University. The University will provide a Certificate of Insurance upon request.

- R. Conflicts of Interest. No employee of the University may receive compensation from the Site unless authorized by the University in writing.
- S. Notice. Any notice required by this Agreement shall be in writing and shall be delivered (i) by delivery in person (ii) by a nationally recognized next day courier service, (iii) by first class, registered or certified mail, postage prepaid, (iv) by facsimile or (v) by electronic mail to the address of the Party specified in this Agreement or such other address as either Party may specify in writing.

To University: Name: Duane Bradshaw

George Mason University
400 University Drive, MS 3B1
Fairfax, VA 22030
Phone: 703-993-3188
Email: dbradsha@gmu.edu

To Site: Contact Name: _____

Organization: _____
Address: _____
City, State, Zip: _____
Phone: _____
Fax: _____
Email: _____

7. **ELECTRONIC TRANSACTIONS**. If this paragraph is initialed by both Parties, to the fullest extent permitted by Code of Virginia, Title 59.1, Chapter 42.1, the Parties do hereby expressly authorize and consent to the use of electronic signatures as an additional method of signing and/or initialing this Agreement and agree electronic signatures (for example, the delivery of a PDF copy of the signature of either party via facsimile or electronic mail or signing electronically by utilizing an electronic signature service) are the same as manual executed handwritten signatures for the purposes of validity, enforceability and admissibility.

Please initial:

George Mason: _____ Site: _____

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the day and year first above written.

Enter Name of Site

George Mason University

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Enter Student Name

Signature: _____

Name: _____

Date: _____

George Mason University; Schar School of Policy and Government – Career Services
3351 Fairfax Drive, Arlington, VA 22201 Phone: (703) 993-3762 Fax: (703) 993-4876

Updated: July 2, 2026

PARTICIPATING UNIVERSITY PROGRAMS

Schar School of Policy and Government at George Mason University:

- MS in Biodefense (BIOD)
- MA in Global Commerce and Policy (GCP)
- MA in International Security (ISEC)
- MS in Organization Development and Knowledge Management (ODKM)
- MA in Political Science
- Master of Public Administration (MPA)
- Master of Public Policy (MPP)
- PhD Biodefense
- PhD Political Science
- PhD Public Policy
- Graduate Certificates

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**SCHAR SCHOOL of POLICY and GOVERNMENT
at GEORGE MASON UNIVERSITY
FIELD EXPERIENCE (INTERSHIP/EXTERNSHIP/PRACTICUM)
STUDENT PARTICIPATION CONSENT AGREEMENT
EXPERIENTIAL LEARNING AGREEMENT
ATTACHMENT C**

**Schar
School
office use
only**

This Agreement is designed to protect all participants in George Mason University's experiential learning program ("ELP") (i.e. internships/externships/practicums/volunteer programs/field trips), including without limitation, students, faculty, staff, George Mason University and the agencies and individuals cooperating with the University. The student must sign this Agreement, with parental or guardian approval if the student is under the age of 18, to indicate agreement with the terms and conditions of the Agreement and permission to participate in the designated ELP.

Name: _____

Student ID/G#: _____

Schar School degree program: _____

I understand that participation in any ELP involves some element of risk, including, without limitation, property damage or loss, personal injury, bodily injury, and death. I agree that in consideration of the opportunity afforded to me to participate in the ELP, I (including my parents, guardians, and legal representatives) do hereby release, indemnify, and hold harmless the Commonwealth of Virginia, George Mason University, and their employees, agents, successors, and assigns (collectively the "University") from liability for any and all claims, demands rights or causes of action, present or future, resulting from, arising out of, or related to in any way, my participation in the ELP. I understand that this Agreement discharges the University from any liability or claim that I may have against the University with respect to any bodily injury, personal injury, illness, death, property loss, or property damage that may result from my participation in the ELP. I understand and acknowledge that potential risks to my health and personal property may be associated with my participation in the ELP and recognize that the University cannot guarantee my safety, however, I am voluntarily assuming those risks.

I understand that I am not a permanent employee of Site. I also understand that my participation in the ELP does not entitle me to a paid job with Site at the conclusion of the ELP.

I understand that as a condition of my participation in the ELP, I am required to have health insurance coverage. I further understand that it is my responsibility to obtain, maintain and pay for such insurance while participating in the ELP, and any failure to do so may result in disciplinary action, including without limitation, loss of academic credit, suspension or permanent dismissal. By signing below, I am certifying that I have obtained such required insurance. In addition, regardless of my insurance coverage, I understand that I am financially responsible for any and all medical treatment related expenses that I may incur while participating in the ELP.

I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS AND AGREE TO BE BOUND BY THEM
AS INDICATED BY MY SIGNATURE BELOW.

Student Signature

Date

Printed Name of Student

Semester of Internship Enrollment (circle one): Fall _____ Spring _____ Summer _____
Year Year Year

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Appendix B – Internship Class Forms

Schar School Career Information and Professional Development Attendance Form:

Name of Student: _____

Date of Workshop: _____

Name of Workshop: _____

Student Signature: _____

Date: _____

Career Services Signature: _____

Date: _____

Note: _____

Schar School Career Information and Professional Development Attendance Form:

Name of Student: _____

Date of Workshop: _____

Name of Workshop: _____

Student Signature: _____

Date: _____

Career Services Signature: _____

Date: _____

Note: _____

Schar School Career Information and Professional Development Attendance Form:

Name of Student: _____

Date of Workshop: _____

Name of Workshop: _____

Student Signature: _____

Date: _____

Career Services Signature: _____

Date: _____

Note: _____

INTERNSHIP SUPERVISOR FINAL EVALUATION

Thank you for sponsoring a student from the Schar School of Policy and Government at George Mason University. Your final evaluation will be reviewed and used to determine the student's final grade. Your feedback will also assist us in evaluating our internship program; we welcome additional comments and suggestions.

Student Name: _____

Supervisor Name: _____

Student has worked (or will have worked by the completion of the internship) a total of approximately 300 hours.

Was the intern academically prepared for this internship? (☐ Y / ☐ N) If No, please explain.

Was the intern able to make positive contributions to your organization? (☐ Y / ☐ N) If so, what were they?

What aspects of the intern's overall performance were the most positive?

Has the intern successfully completed the objectives that were outlined in the beginning of the internship? (☐ Y / ☐ N) If no, please explain.

Do you plan to sponsor Schar School interns in the future? (☐ Y / ☐ N) If No, please explain.

Would you recommend the internship program to another organization(s)? (☐ Y / ☐ N) If No, please explain.

Student Signature

Date

Supervisor Signature

Date

- If you have any questions or concerns, please contact Duane Bradshaw at (703) 993-3188 or via e-mail at dbradsha@gmu.edu. Thank you and we look forward to working with you in the future!

George Mason University; Schar School of Policy and Government – Career Services

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Updated: July 2, 2026

STUDENT FINAL EVALUATION

Student Name: _____

Date: _____

Organization Name: _____

Supervisor Name: _____

Please type your response to the following questions on a **separate** sheet of paper.

1. Discuss how you fulfilled your work objectives.
2. What was the most significant accomplishment that you made at your internship site?
3. What were the least satisfactory aspects of your internship?
4. Would you be willing to work for this organization, or a similar organization, in the future?
Why or why not?
5. How did your internship experience complement your current graduate program?
6. What classes have you taken that were helpful in your internship experience?
7. What classes have you not taken that would have been useful?
8. Would you recommend this internship experience to another student? Why or why not?
Please give any additional feedback you may have about the internship program.

Student Signature

Date