

SAMPLE INTERNSHIP DESCRIPTION – NOT CURRENTLY OPEN – FOR INFORMATION ONLY

The Oregon Fellowship Program Hatfield School of Government

Now entering its eighth year, the **Performance Management** track is designed for graduate students specifically interested in performance measurement and management in the public sector. **Financial Leadership** track is a five-year old program for graduate students in public and business administration programs to work for public agencies and associations on financial management projects. The **Sustainability** track was launched in 2007 for graduate students from a variety of backgrounds (public policy, business, agriculture, architecture, environmental sciences) who want to spend the summer working on sustainability projects for a commercial, public sector, or not-for-profit sponsor. Assignments are anticipated to be with leading organizations on the West Coast. Begun in 2006, the **E-Government** track is a program for graduate students from a variety of disciplines (public policy, marketing, industrial engineering, computer science, organizational development, change management) who are keen to join the revolution in electronic government.

The application process is straightforward and reasonable. We use a single, standard application for all four fellowships. Application instructions and your submittal are done online. As you will see, the application asks for the following information via an online survey:

1. Your contact information
2. Indication of the fellowships(s) for which you would like to be considered.
3. Copy of your resume
4. A writing sample
5. Letter of reference
6. Statement of placement preferences

How are Oregon Fellows chosen? The selection of fellows is based on an applicant's academic record, professional experience, commitment to public service, their marketability to prospective sponsors, and, to a lesser extent, upon our desire to balance various tracks with excellent students from a variety of schools, disciplines and regions around the country.

How are Oregon Fellows placed? The Placement process occurs between February - April using a marketplace approach that follows these steps:

1. A prospective agency sponsor documents a statement of work that defines a project that can be completed by a fellow
2. The prospective agency sponsor uses the statement of work to issue a "request for offer" to the pool of finalists.
3. Interested finalists prepare a 1-2 page "offer" back to the requesting agency, indicating:
 - a. their interest in the project,
 - b. their suitability to perform the requested work (based on their relevant coursework and prior experience),
 - c. their likely start date (since the academic calendars of various universities differ), and
 - d. how the proposed project meets their professional objectives.
4. The agency sponsor short-lists the best-suited respondents for interviews, and then selects the candidate of their choice.
5. upon notification and acceptance, the Fellowship is formalized when both parties sign the statement of work.