

Welcome TO FLORIDA'S CAPITOL



Experiential Learning

SCHOOL OF PUBLIC ADMINISTRATION
UNIVERSITY OF CENTRAL FLORIDA • ORLANDO, FL



Beyond the Classroom

Learning doesn't always take place in the classroom. Experiential learning takes you beyond the textbooks and tests and places you in the heart of the field. Whether you are planning to manage a nonprofit or work as a city administrator, experiential learning will give you the experience you need to start your career.

Experiential learning means, in short, learning from experiences or learning by doing. Two key activities that compose experiential learning are internships and service learning.

INTERNSHIPS

Internships allow you to work in the field under the supervision of practitioners with years of experience. Many of our students intern for the City of Orlando, Orange County government, nonprofit organizations and emergency operations centers, where they work with public service professionals and in some cases, our own alumni.

Interning with an organization allows you to put into practice the lessons and skills that you learned in the classroom. Think of it as a dress rehearsal for the next chapter of your career.

SERVICE LEARNING

Service learning is a well-established and well-tested teaching method that uses a community as a living laboratory, allowing you to apply what you've learned in the classroom to a real-world environment.

Through service learning, you are partnered with an organization in need of assistance on a project, be it capacity building, strategic planning, a case study or something else. Your goal is to help them complete that project — as if they were your own client — under the guidance of our faculty.

“Experiential learning gives the students a marketable edge by exposing them to actual real world experiences, whether that is through an internship, a service learning project or volunteering.”

For Students

HANDSHAKE

Handshake is the newest tool from UCF Career Services that allows you to search for jobs and internships.

Visit cse1.ucf.edu to create your account.

INTERNSHIPS

All undergraduate students are required to complete an internship before graduation. Graduate students are not required to complete an internship, however, if they don't have enough practical experience, they are encouraged to pursue one or more internships.

How do I find internship opportunities?

It is your responsibility to find an internship that is suitable for your career path. Here are a few resources that can assist you in your search:

- Handshake, the new digital tool from UCF Career Services and available to all students, features job and internship opportunities from local employers. Handshake is where you should begin your search.
- Read the PA Weekly, emailed out to SPA students every Friday. The PA Weekly includes either a Job of the Week or an Internship of the Week.
- Attend the Public Service Career Showcase during the spring semester to network with internship employers and to find out about available opportunities.
- Network. Reach out to organizations you are interested in working for, or talk with our faculty and advisory board members about upcoming opportunities.

How do I sign up for an internship?

Once you find an internship you are interested in, you may want to meet with your academic advisor to ensure it is part of your plan of study. You may also need to meet with the internship coordinator to ensure that your internship is approved.

If you are an undergraduate student and your internship has been approved, the UCF Office of Experiential Learning will automatically enroll you in the internship course. If you are a graduate student, you will need to contact Mirtha Bailey to obtain the internship course permission number for PAD 6946.

MORE INFO

For more information on experiential learning, visit our website, ccie.ucf.edu/publicadmin.

SERVICE LEARNING

Some students may be required to complete a service learning project as part of a class while others may choose to pursue a service learning project to gain additional experience.

How do I find service learning opportunities?

Some classes have service learning built into the curriculum, including:

- *Volunteerism in Nonprofit Management*
- *Grant and Contract Management*
- *Strategic Planning and Management*
- *Human Resource Management*
- *Public Program Evaluation*

If you would like to pursue service learning outside of these courses, contact the school's experiential learning coordinator, Mirtha Bailey.

How do I sign up for a service learning project?

If you have been assigned a service learning project for a class, you will need to fill out the digital experiential learning request form on the website, ccie.ucf.edu/publicadmin. This form can be found under the School tab>Experiential Learning.

Next, you will need to print out the service learning agreement, fill it out, and obtain the appropriate initials and signatures. This form can be found online, on the same page as the digital request form.

Submit the form to Mirtha Bailey, experiential learning coordinator, via the advising office, HPA II, Room 241.

Copies of this agreement will go to the agency, your instructor and to you.

For Employers

HANDSHAKE

Handshake is the newest tool from UCF Career Services that allows you to post available jobs and internships on behalf of your organization.

To create your account, visit csel.ucf.edu.

INTERNSHIPS

All undergraduate students at SPA are required to complete an internship before graduation. Graduate students are not required to complete an internship, however, if they don't have enough practical experience, they are encouraged to pursue one or more internships.

How do I become a host site?

If you are interested in hosting a student as an intern, please create an account on Handshake and post your available opportunities there.

We cannot guarantee that a student will be placed with your organization. If a student is placed, you will be responsible for completing an internship evaluation to assist in assessing the student's performance.

How do I share my internship opportunities?

If you are already a host site, there are several ways that you can advertise your available internships:

- Handshake, the newest digital tool from UCF Career Services, allows employers to post open internship and job opportunities. If you don't have an account, you can create one at csel.ucf.edu.
- Send your internship information to our experiential learning coordinator, Mirtha Bailey. That information may be included in the PA Weekly, an email blast sent every Friday to SPA students that shares important information and announcements, including the Job of the Week or the Internship of the Week. The information may also be shared on our website or on social media.
- If you share your internship opportunities through social media, tag us in your post. We are on Instagram, Facebook and Twitter @spaucf, and we would be happy to retweet or repost your information.

MORE INFO

For more information on experiential learning, visit our website, ccie.ucf.edu/publicadmin.

SERVICE LEARNING

SPA works with many organizations in Central Florida and beyond that need technical assistance with some aspect of their business, be it strategic planning, capacity building or a case study. If you have a project that our students can assist with, we encourage you to become a community partner with SPA.

What are the benefits of becoming a community partner?

- It enhances students' learning experience.
- It meets the needs of your organization or clients.
- It reinvigorates teaching for faculty by engaging students in social concerns.
- It provides the community with an infusion of people power and access to university resources.
- It generates new ideas and energy, both in the community and in your organization.

What can I expect from working with students?

- Students will be expected to complete at least 15 hours of work.
- Students work with the organization with a faculty member providing oversight.
- The final product will be of high quality and will be reviewed by at least one faculty member.

How do I become a community partner?

If your organization would like to partner with SPA, you will need to complete the service learning request form on the website, ccie.ucf.edu/publicadmin, located under the School tab>Experiential Learning.

Please note that all requests will be considered, however, we cannot guarantee that a student will be partnered with your organization.

If you have further questions about service learning, contact our experiential learning coordinator, Mirtha Bailey.

Benefits of Experiential Learning

STUDENTS

- Gain valuable work experience
- Establish a professional network
- Explore your career field
- Earn academic credit
- Build confidence in your abilities
- Apply your what you've learned in the classroom to real-world experiences

EMPLOYERS

- Gain assistance with special projects or initiatives
- Share your expertise by serving as a professional mentor
- Add fresh perspectives, insights and ideas to your organization
- Reduce workload for your professional staff
- Preview potential employees in a cost-effective manner

Experiential Learning Facts

Our school has placed more than 100 students in internships over this past year.

Three of our students participated in the Legislative Scholars Internship Program in Tallahassee this past year.

Two of our students completed the prestigious STIPDG internship in Washington D.C. over the past two years.

SPA students completed more than 150 service learning projects this past year.

More than 40 community organizations began new experiential learning partnerships with the school this past year.





Contacts

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Visit our website: ccie.ucf.edu/publicadmin

Connect with us on social: [@spaucf](#)



FOR MORE INFORMATION:

 [CCIE.UCF.EDU/PUBLICADMIN](https://ccie.ucf.edu/publicadmin)

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