

Professional Experience Requirement Frequently Asked Questions

Who *must* complete the Professional Experience Requirement?

All MPA and MUP students are required to graduate with field experience that is relevant to their degree program. Students who enter the program with fewer than two years of full-time relevant experience in the field must show proof of having completed a minimum of 280 hours of degree-program relevant internship or experience while at Wagner before enrollment in Capstone.

What is the purpose of the Professional Experience Requirement?

The odds for successful employment are better for students who leave Wagner with both a professional education and relevant, practical training in their chosen field. By requiring students to obtain and complete a relevant internship/job/volunteer assignment as part of their degree requirement, Wagner supports students in positioning themselves for employment after graduation.

Do I need approval for the internship/job/volunteer assignment?

When conducting your search, you should think about employment opportunities that enhance your program of study and that would best position you to join the organization/sector/field you desire once you have graduated. If there is any doubt, it is best to confirm that an internship/job/volunteer assignment is in fact relevant and will fulfill the internship/job/volunteer assignment requirement before you start interviewing for the position. In addition, OCS staff will be happy to work with you to narrow your search to criteria that will fit both your expectations and the Professional Experience Requirement. To find out more information about the services available through OCS, please go to the OCS website at <http://wagner.nyu.edu/careers/>. To contact OCS, call 212-998-7474.

How do I document my 280 hours (at minimum) of experience, to prove I have completed the Professional Experience Requirement?

Your direct supervisor must complete the PER Completion form. Once this form is completed, you must submit it to Nancy Diaz (nancy.diaz@wagner.nyu.edu), Career Services Administrator. For more information and to download the PER Completion form, please visit <http://wagner.nyu.edu/academics/per.php>

May I/How do I waive out of the Professional Experience Requirement?

If you believe that your professional experience upon enrollment at NYU Wagner is sufficient enough to allow you to waive out of the Professional Experience Requirement, you will need to complete an online waiver. For more information and to complete the Waiver form, please visit <http://wagner.nyu.edu/academics/per.php>

PLEASE NOTE: Waiver requests **must be made within your first semester** at Wagner. After your first semester has passed, waiver requests will not be considered and you will not be able to waive out of the Professional Experience Requirement.

Will Wagner's Office of Career Services (OCS) find an internship/job/volunteer assignment for me?

No. OCS' role is to provide you with the tools and resources for you to be successful in your internship/job/volunteer assignment search, NOT to provide job placement. It is recommended that you attend the OCS general orientation sessions, held at the start of each semester, so that you can familiarize yourself with the career services and resources housed at OCS.

If I am an international student, can the work experience I must get for the Professional Experience Requirement go toward my Curricular Practical Training time?

Yes, as an international student, the internship/job/volunteer assignment can count towards your Curricular Practical Training (CPT) time allotment, for a maximum of one semester, depending on your visa status. Remember, should you seek CPT, you must complete the one full academic year requirement before doing a paid internship/job. For further questions regarding your ability to work in the United States, please contact the Office of International Students and Scholars at 212-998-4720 or refer to their website at www.nyu.edu/osl/oiss.

I have additional questions about the Professional Experience Requirement. Who should I contact?

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