



GRADUATE PUBLIC SERVICE INTERNSHIP

Policy Manual



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Policy Manual

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Graduate Public Service Internship for Graduate Students

General Policy Statement

The Graduate Public Service Internship (GPSI) program was established around 1973 as an opportunity for graduate level students to earn applied experiential learning in the public sector. Over the course of the last 50 years, local and state government and nonprofit organizations have been committed in partnership with the University of Illinois Springfield (UIS) to serve as internship placements with supervisors acting as mentors. The program has graduated thousands of interns with many success stories of lengthy public service careers following.

The GPSI program is housed in the Center for State Policy and Leadership (CSPL) at UIS. In general, objectives of the program are:

- Recruit exceptional academic graduate students with special interest in applying their area of study to the public sector
- Recruit government and nonprofit agencies for placement and mentorship of interns
- Provide ongoing professional development opportunities
- Prepare interns for a future career in public service
- Build capacity in Illinois government and nonprofit sectors and sustain the public service workforce development

The GPSI interns will:

- Acquire valuable knowledge of public service and apply their area of study throughout the completion of their graduate degree
- Be provided with financial assistance (tuition waiver, living stipend, and professional development funding) to assist in the successful completion of their graduate program
- Gain work-related skills necessary for the real-world experience following graduation
- Build graduate student resumes with completion of an on-the-job experiential internship in public service

Eligibility Requirements

To be considered for a GPSI internship, a student must:

- Have earned a baccalaureate degree prior to the start of the internship
- Be admitted to UIS as a graduate student and enrolled full-time in a graduate degree program
- Have at least one year remaining (two semesters of core classes) in a graduate program
- Have a cumulative undergraduate GPA of 2.5 and maintain a graduate GPA of 3.0
- Possess an F-1 visa or other appropriate work authorization if an international student
- If a foreign national student, have completed two full-time semesters of academic studies in the United States (be CPT eligible)

Application Process

Applications shall be submitted no later than March 31 for Fall placement and October 1 for Spring placement. Applications do not carry over from one interview round to the next. A new application must be submitted to be considered for each interview round. A complete application includes:

- Full or conditional admittance to a UIS graduate program
- Completion of a GPSI application, including three references who can be contacted
- Current resume

Types of GPSI Placements

Placements are in the following types of agencies:

- Municipal government
- Local (county) government
- State government
- Federal government
- Nonprofit agencies
- UIS
- Other public entities

Interview and Selection Process

1. Intern requests: Government and nonprofit agencies interested in hosting a GPSI shall submit the intern request form. This form requests the following information: internship description (tasks, responsibilities, expectations), learning objectives, experience level (degree, skills, etc.), and the location/modality of the internship (in-person, remote, hybrid). The form link is distributed to agency contacts prior to each application deadline.
2. Application materials and interview requests: After student applications are reviewed and considered eligible by the GPSI Program, they will be organized and shared with agencies in accordance with the intern request forms received. Agencies will then submit interview requests via the interview request form. The GPSI Program communicates interview requests to candidates, and they then have the ability to accept or decline the interview offers.
3. Interviews: The GPSI Program communicates all accepted interviews to agencies, along with the corresponding candidate contact information. Agencies contact candidates and conduct all interviews virtually during the designated interview week. Following interviews, agencies submit a ranking of the candidates interviewed to the GPSI Program.
4. Matching: The GPSI Program collects all the candidate ranks from agencies. Internship offers are sent to candidates in rank order. Candidates may accept or decline offers. If the number one ranked candidate declines, the internship will be offered to the number two ranked candidate. The process continues until all internships are filled.

Prohibiting Discrimination

For the full UIS policy on prohibiting discrimination, including harassment and sex-based misconduct, visit the following link: [UIS Policy Prohibiting Discrimination, Including Harassment](#)

Agency Contracts

All agencies participating in partnership with CSPL and its GPSI Program must have a fully executed Master Service Agreement (MSA) in place with UIS. The MSA is generated by the GPSI Program and sent to agencies for signature. Once an internship match is final, the GPSI Program generates a Statement of Work and Invoice (SOW) for each intern being placed during the respective round and emails it to the respective agency for review and signature. The GPSI Program will then sign the SOW and return a fully executed copy to the agency. Each SOW generated is specific to one intern and one fiscal year. If an internship continues into the next fiscal year, a new SOW will be generated and sent to the agency for signature prior to the start of the next fiscal year.

If the term dates of the internship deviate from what is listed on the SOW due to termination, resignation, delayed start, etc., the GPSI Program will generate a revised SOW for signature as necessary. If the deviation is only a day or two, the associated internship costs may not change as the required minimum number of internship hours could still be achieved.

Terms and Conditions of Internship

Notice of Appointment

Each newly appointed GPSI intern will receive an appointment letter outlining the internship benefits and a general description of the placement, accompanied by an internship agreement requiring intern, supervisor and GPSI Program signatures to accept the internship. The notice of appointment will also contain the minimum number of internship hours required for each part of that year.

Curricular Practical Training (CPT) (International Students Only)

International students studying at UIS under an F-1 visa are required to obtain CPT authorization following a GPSI offer of internship. CPT authorization must be approved through the Office of International Student Services (OISS) prior to the start of the internship. This must be done prior to each semester of the internship. An international student's Designated School Official (DSO) may serve as a resource, along with using information on the university's [CPT webpage](#). Failure to achieve CPT approval will result in the internship offer being rescinded.

Human Resources Requirements

All interns must have a Social Security number (SSN) before they can start their internship. Instructions for international students to obtain a Social Security number can be found here:

<https://www.uis.edu/iss/employment-training/social-security-number>. In accordance with the Social Security Administration's (SSA) policies, a student cannot apply for an SSN from the SSA more than thirty (30) days in advance of the start date of their internship.

Newly placed GPSI interns must complete an I-9 verification before they can begin their internships. Students must schedule an appointment with the GPSI Program to do this. GPSI interns who are on-ground students must report in person to the GPSI Program office at UIS to complete the I-9 verification process with the [required original documents in hand](#). If the intern is an online student and it's not feasible to report to the GPSI Program Office in person, a remote I-9 verification can be set up for the intern. These will be handled on a case-by-case basis.

All interns must complete their New Hire Forms prior to their internship start date. If the forms are not completed in a timely manner, living stipend payments will be delayed. Interns will receive the link to complete the New Hire Forms upon completion of the I-9 verification process. Interns will need their bank account information when completing the forms to set up direct deposit for the living stipend payments.

Orientation

At the start of each fall and spring academic semester with new incoming GPSI interns, the GPSI Program will conduct a mandatory supervisor orientation and mandatory new GPSI intern orientation. The orientations are also open to current supervisors and interns. The sessions will be recorded. On-ground students are required to attend the orientation in person, and online students may attend in person or virtually.

Annual Mandatory Ethics Training

A GPSI intern placed at a State of Illinois agency may be required to complete annual ethics training per the agency's policy. The intern shall follow their placement agency's requirements for completion.

GPSI Seminar

The GPSI Seminar (PAD561 The Organizational Environment in Public Service or PAD562 GPSI and DPA Fellow Advanced Seminar), a one-credit hour course, is mandatory for every GPSI intern each semester of their internship. If a GPSI has a required internship class as a part of their academic program (e.g., MPH), the GPSI intern will be excused from PAD561 or PAD562 for that semester.

Semester grades will be submitted as pass/fail for PAD561 and PAD562. If an intern fails the course, they will be placed on a Corrective Action Plan (CAP) for the next semester. If they fail the internship course in a consecutive semester, their GPSI internship will be terminated. Class attendance will be incorporated into the grade.

Internship Schedule and Professional Workplace Behavior

A GPSI intern is responsible for connecting with their assigned supervisor to determine their internship schedule before the start of the internship and include the schedule as part of the internship agreement. A standard of 20 internship hours per week is required from August 16 – May 15, and full-time hours (37.5 hours per week) are required from May 16 – August 15. International students may not work more than 20 hours per week in the internship during the academic year (August 16 – May 15). Additionally, the intern shall retrieve the internship description and understand the duties, along with a general understanding of the workplace expectations such as appropriate attire.

Interns are encouraged to:

- Email supervisor to schedule an initial meeting prior to the internship start date
- Ask supervisor for clarification and guidance about specific assignments, projects, task deadlines, scheduled breaks, office routines, and daily duties. Duties need to be based on the internship experience form developed by the agency for the assigned internship.
- Ask specific questions. GPSI supervisors prefer that interns ask for clarification and guidance if tasks and responsibilities are not clear.
- Maintain an open line of communication with the supervisor
- Discuss professionalism and expectations of the worksite, such as:
 - Professional attire
 - Punctuality
 - Internet and agency telephone usage
 - Respect for co-workers and how to address office problems
 - Academic work at internship
 - Work breaks

Satisfactory Academic Performance and Course Load

A minimum of a 3.0 GPA shall be maintained to be eligible for and to continue with the GPSI Program. Cumulative grades below 3.0 will result in the student being placed on academic probation.

If a UIS graduate student's cumulative GPA is less than 3.0, UIS will place the student on academic probation. If a graduate student on probation earns a term GPA of at least 3.0 (even if their cumulative GPA is below 3.0), they will remain on probation until their cumulative GPA rises above 3.0. If a graduate student on probation earns a term GPA below 3.0 in the subsequent semester, they will be placed on academic suspension. Interns who are placed on academic suspension will be terminated from their GPSI internship.

The minimum course load required for a GPSI intern is eight (8) credit hours in the fall and spring semesters, not including the mandatory GPSI internship seminar course. The only exception is the last semester prior to graduation. During any semester, except for their final semester, if the intern is unable to enroll in at least eight (8) hours due to a scheduling issue with their graduate degree program, they may apply for a waiver of the minimum course load by submitting an email request to gpsimail@uis.edu.

GPSI interns are NOT allowed to drop a class during a semester that will reduce their total hours enrolled to less than eight (8) hours, or to drop any classes in their final semester. Interns who drop below eight (8) semester hours (or drop any class in their final semester) will be required to submit a waiver request email to the GPSI Office at gpsimail@uis.edu with an explanation for the course withdrawal. Failure to submit the waiver request to the GPSI Office will result in disciplinary action up to and including termination from the internship.

Furthermore, should an intern withdraw from a course for any reason after Week 5 of the semester, which reduces their total hours enrolled to less than eight (8) hours, the withdrawal will result in a reduction to the tuition waiver equal to the number of credit hours associated with the dropped course(s).

If at any time your academic course load is less than six (6) semester hours for the fall or spring terms or three (3) credit hours for the summer term, both FICA (Medicare) and Old Age Survivor Disability Insurance (OASDI–Social Security) taxes will be deducted from your paycheck at the rate of 1.45% of gross pay for FICA and 6.2% of gross pay for OASDI. Foreign national students who are nonresident aliens (NRA) in F-1 status are exempt from this withholding during the summer term. If you have questions, please contact the UIS Payroll Office via the [University Payroll and Benefits Service Portal](#) or (217) 206-7144.

Satisfactory Placement Performance

While constant mentorship and feedback from GPSI supervisors are encouraged, evaluations give the GPSI supervisor and intern an opportunity to discuss strengths and areas of improvement, along with progress on objectives. Should an intern not be performing at the level warranted of the placement, the supervisor may place the intern on a corrective action plan. The supervisor shall consult with the GPSI Program when there are significant ongoing performance issues with an intern.

When a new intern is onboarded and at the beginning of each semester, an objective setting evaluation should occur using the platform provided by the instructor of the GPSI Seminar course. This evaluation should be a discussion between the intern and supervisor, allowing an opportunity for supervisors to clearly explain objectives and for the intern to ask any questions they may have regarding their objectives. Subsequent evaluations will be assigned to students as part of the GPSI Seminar course to evaluate progress towards objectives.

If issues arise with intern performance during the internship, supervisors should document the issues as well as any related discussions or written communication in a supervisor file. These issues should be documented on intern evaluations. The contents of the supervisor file can be disposed of after the internship concludes.

Resignation

If a GPSI intern needs to resign from their internship, they must provide the GPSI Program and their placement agency with written notice at least ten (10) calendar days before ending the internship for any reason, including early graduation. The intern's living stipend and tuition waiver shall be terminated effective as of the date the intern stops attending or ends the internship for any reason. For emergency situations when giving 10 days' notice may not be feasible, the intern should contact the GPSI Program immediately to discuss.

Termination

If a GPSI intern fails to satisfactorily meet the internship criteria, displays unprofessional behavior at the placement agency, or fails to adhere to the agency's policies or procedures, the agency may terminate the internship. The intern supervisor should communicate with the GPSI Program before termination to assess if any mitigation measures can be put in place to allow the internship to continue. The agency should provide as much notice as possible to the intern and the GPSI Program, but no less than ten (10) calendar days unless there is sufficient cause to warrant an immediate termination. In instances where immediate termination may be warranted, the GPSI Program should be notified immediately by the placement agency and prior to terminating the intern.

If a GPSI intern is no longer eligible to participate in the internship based on UIS policy or procedure (such as being placed on UIS academic suspension or any other action changing their student status), the internship will be terminated by UIS. In this instance, the GPSI Program will provide the placement agency with ten (10) calendar days' notice before terminating the internship. If there is sufficient cause to warrant an immediate termination, the agency and/or the GPSI Program may do so.

If a GPSI intern is terminated, the GPSI Program will remove them from its human resources system to stop the payment of the living stipend and start a reimbursement process to the agency for any overpayments that have been submitted to UIS. An intern's other benefits such as tuition waiver and professional development will be prorated and could result in an intern owing funds back to UIS. The agency will only be reimbursed from the date the supervisor communicates the need for termination with the GPSI Program or the date the internship ended, whichever is later.

Upon termination of an intern, an agency may request the GPSI Program provide additional candidate applications for review for the purpose of replacing the intern. This can take place outside of the routine intern request process.

Renewal

GPSI interns are covered under an MSA contract executed between their assigned agency and UIS, along with a Statement of Work and Invoice (SOW) and an Internship Agreement. The term of every SOW ends at the conclusion of the fiscal year or at the student's graduation date, whichever is first. A new SOW will be sent to the agency for execution prior to the end of the fiscal year for all interns who are not graduating in May of that current year.

Graduation

The last working day before an intern's graduation from UIS is generally considered the final day of the internship. Students must end their internship no later than the date of graduation. Students who will complete their graduate programs with a half-term class or a summer class will need to end the internship at the conclusion of that class.

If there is a change in an intern's academic plan that will change the anticipated graduation date (graduating sooner or later than originally expected), an intern may request a change in the terms of their Statement of Work. Any extension to the terms must be approved well in advance by the placement agency and the GPSI Program. It is solely the responsibility of the intern to notify the GPSI Program of any changes to their anticipated graduation date. Graduation date update requests will be sent to each intern before the end of each fall and spring semester, and it's mandatory that the requests be completed for any change from the graduation date that the intern initially provided. If an intern is aware of a graduation date change prior to receiving the update request, an email should be sent to gpsimail@uis.edu informing of the date change. Failure to do so may result in the termination of the internship, or in the case of graduation prior to end of the terms of the contract, recovery of any benefits (living stipends, tuition & fee waivers, professional development reimbursements) improperly disbursed through collections and if necessary, small-claims court.

Graduating later than originally expected doesn't automatically ensure the internship will be extended. Extending an internship past the original graduation date is at the discretion of the placement agency and the GPSI Program.

Other Employment

GPSI interns must understand that their priorities are their studies and their internship. International students must comply with the terms of their CPT approval.

International students may not work over 20 hours per week from August 16 – May 15 and not more than 37.5 hours per week from May 16 – August 15.

Living Stipend

During the fall and spring semesters (August 16 through May 15), hours worked in the internship can equal no more than 20 per week with a monthly living stipend of \$1,200.00. During the summer semester (May 16 through August 15), full-time hours are worked at 37.5 hours per week. The living stipend during the full-time timeframe is \$2,400.00.

Interns are paid on the 16th of each month. New interns will receive their first payment on September 16th (fall hires) or February 16th (spring hires), provided all new hire paperwork has been completed. Be aware that the first payment could be less than the full monthly living stipend amount, depending on the start date for the internship. Prorations will be calculated according to the internship start date.

If the 16th of the month falls on a weekend or holiday, the stipend is paid on the last working day before the weekend or holiday.

Course Load and Tuition & Fee Waivers

GPSI interns are eligible to receive a tuition waiver for up to 27 credit hours (prorated based on the length of the current SOW term) each fiscal year. The tuition waiver is for the current in-state graduate tuition rate per hour. Out-of-state and international GPSI interns are responsible for the difference in tuition between the in-state rate and out-of-state rate. The waiver does not cover any differential tuition rates. If an intern is enrolled in an online-only program, their tuition will be covered at the online base rate if the intern gives the GPSI Program timely notice. If at any time the intern switches from an on-ground to an online only program, the intern must inform the GPSI Program immediately. It may or may not be feasible to adjust the contract hour coverage depending on the date of notification. Interns are not required to register for classes in the summer term except for the one (1) credit hour internship course. Domestic students who take less than three (3) credit hours during the summer term will be required to pay FICA and Old Age Survivor Disability Insurance (OASDI–Social Security) taxes. This policy does not apply to most international students. (International students should check with the UIS payroll office regarding FICA and OASDI taxes.)

- Interns must be enrolled as full-time graduate students, taking a minimum of eight (8) semester hours in the fall and spring terms. In rare cases, enrollment exceptions will be granted on an individual basis, as described in the earlier section on Minimum Course Load.
- Interns must be enrolled in either PAD561 or PAD562 every semester of their internship, or the required internship course of their respective graduate program.

- If a GPSI placement begins after the 30th calendar day of the semester, the intern's tuition waiver will be pro-rated based on the start date.
- The tuition waiver is restricted to courses taken at the University of Illinois Springfield.
- The tuition waiver **cannot** be used for classes taken on an audit basis, unless the audited class is required for the completion of the master's closure requirement.
- The tuition waiver cannot be used for classes taken for personal enrichment or for classes taken at the 100 and 200 levels. The tuition waiver is restricted to 300 (prerequisites only), 400, and 500 level courses. If a student's Notice of Graduate Admission indicates a prerequisite course at the 100 or 200 level, the GPSI Program will verify with the intern's academic advisor.
- If for any reason an intern drops a course(s) for which tuition has been paid by their internship, the intern will be held responsible for the prorated tuition charges based on the drop date.
- If an intern is terminated or resigns, they will be held responsible for the tuition charges from the termination/resignation date to the end of the academic term. If the intern moved tuition waiver hours from a future semester and is terminated or resigns from the internship, they will be responsible for reimbursing those tuition charges.
- The tuition waiver is contractually granted as 11 credits each fall and spring semester, with an additional 5 credits granted for interns on contract through the summer, for a total of 27 for the entire academic year. The maximum amount of tuition waiver available to an intern will be applied to the credits enrolled in each academic term. If an intern would like the number of credits waived to be reduced for a given term, they must inform the GPSI Program.
- The tuition waiver can only be used in the academic year in which it has been granted and cannot be used towards credits taken in previous or future academic years.
- Tuition charges for enrollment exceeding the GPSI waiver are the intern's responsibility.
- A list of interns is submitted to the Office of Financial Assistance prior to the start of the term authorizing the award of the GPSI tuition waiver. The tuition waiver total will be credited to the intern's UIS student account no later than the 10th day of the semester.
- Intern contracts include a \$650 fee waiver in the fall and spring terms that is automatically applied towards mandatory student fees. There is no student fee waiver for the summer term.
- The tuition waiver does not cover late fees or textbooks.

Taxability of Stipends, Tuition, and Fee Waivers

GPSI living stipends are subject to federal and state taxes. Current law exempts GPSI interns from having to pay taxes on tuition and fee waivers associated with the internship.

Effective January 1, 2023, UIS adopted an Educational Assistant Plan which complies with Internal Revenue Code Section 127. This excludes from taxable income an amount up to \$5,250 per calendar year in tuition and service fee waivers associated with GPSI.

Interns who receive waivers associated with GPSI placements will receive information from the UIS Payroll Office to assist in determining what portion of the waiver should be considered taxable income and whether it will be necessary to withhold additional taxes from paychecks. Please contact the UIS Payroll Office at benefits@uillinois.edu with any questions.

GPSI interns who are international students are strongly encouraged to complete a Foreign National Tax Review using the [Foreign National Tax Information form](#).

Internship Hours Tracking

GPSI interns are required to report their completed internship hours on a weekly basis using the platform provided by the GPSI Program. The intern will receive an email prompt each week to submit their hours completed. Once the intern submits their hours for the week, the intern supervisor will receive an automatic email to approve or decline their intern's submission. Tracking of completed internship hours is the responsibility of the intern and supervisor. For a breakdown of the minimum number of internship hours required per time period, refer to the intern appointment letter.

Minimum Required Internship Hours

Each intern must work a minimum number of hours per designated time period. The time periods are broken down as follows: fall semester, winter, spring semester, first part of the summer (day after spring semester ends - through June 30th) and second part of the summer (July 1 – the day before the fall semester begins). The minimum number of hours required per time period considers that interns cannot work more than 20 hours per week during the fall and spring semesters and not more than 37.5 hours per week during winter break and summer. The minimum number also considers that interns may get sick and/or need to take some time off for personal reasons.

For the fall semester, winter, and spring semester, the minimum number of hours is calculated by multiplying the total number of working days during the time period by 3.5 hours. For the summer, the minimum number of hours is calculated by multiplying the total number of working days from May 16 – August 15 by 7 hours.

The breakdown of the minimum number of internship hours required for each designated time period can be found on the intern's appointment letter.

Professional Development

GPSI interns are allotted up to \$300 for professional development each year of their internship. Professional development funds may be used in a variety of ways that broaden the intern's professional growth and align with their academic major and placement.

Examples of acceptable use of the professional development funds are:

- Conference registration fees and accommodations (travel, hotel, per diem)
 - Picture or electronic copy of conference brochure/itinerary/flyer must be included with receipt submission
- Membership to professional organizations
- Subscription fees for professional journals, newsletters, and publications
- Professional certification examinations
 - Picture or electronic copy of certificate must be included with receipt submission
- Books (not course-related textbooks)
- Software applications related to academic or internship field

Examples of unacceptable use of the professional development fund are:

- Computer hardware or other specialized technology (laptops, tablet computers, computer accessories, cameras, etc.)
- Personal subscriptions (magazines, newspapers, video streaming, social media)
- Personal expenses (food, clothing, insurance, travel expenses to and from regular worksites)

Process for Approval and Reimbursement of Professional Development

All requests for reimbursement from an intern's available professional development funds must be pre-approved by the intern supervisor and the GPSI Program. Interns can seek pre-approval by completing and submitting the [Professional Development Approval Form](#). Once pre-approved by both the intern supervisor and the GPSI Program, the intern can make the purchase, then submit receipts to the GPSI Program to begin the reimbursement after the professional development activity is complete. For example, if you pay for registration to a conference, you cannot submit receipts until after you have attended the conference.

Requests for pre-approval should be submitted as soon as possible but must be received no later than June 1 each year, and the activity/purchase must be completed by June 30, with reimbursement requests and receipts submitted no later than July 5. Interns who are graduating must have activities/purchases completed and reimbursement requests submitted at least four (4) weeks before graduation. Reimbursement requests submitted less than 4 weeks from the intern's graduation date are not guaranteed to be paid.

The professional development fund reimbursement will be disbursed to the account that you have set up with the University Bursar. If you have not set up direct deposit with the Bursar, you cannot receive the reimbursement.

If you carry a balance on your student account, the reimbursement will first be applied to your unpaid balance and then any remaining amount will be deposited to your direct deposit account.

Professional development reimbursement can only be submitted for expenses incurred in that fiscal year. For example, you cannot request reimbursement in September for an expense that was incurred in April. Fiscal years run from July 1 – June 30.

International students are strongly encouraged to complete a Foreign National Tax Review using the [Foreign National Tax Information form](#). International students who haven't completed this review cannot receive a professional development reimbursement.

Intern supervisors have the right to request that interns use the professional development funds for internship related activities of their choosing, such as travel expenses to and from conferences. Interns can also inquire with their supervisor whether additional funds may be available through the agency for further professional development activities.

Sick and Personal Leave

While an intern does not receive sick or personal leave, they would not be encouraged to fulfill hours in person if ill. Interns must communicate with their supervisor if they are not able to fulfill hours on one or more days in their approved schedules. Given the minimum number of hours the intern must complete per semester, the GPSI Program has taken this into consideration, and the interns have flexibility to still successfully complete their minimum hours required per time period even if they need to take some time off. Interns may also coordinate with their supervisors to work remotely when ill, if operationally viable and allowed by the placement agency.

If an intern is ill for three (3) consecutive days of their schedule and cannot work, a supervisor may request a doctor's note before allowing the intern to return.

Holidays

GPSI interns shall follow the holiday schedule and days in accordance with their placement agency. If a holiday observed by the placement agency falls on an intern's regularly scheduled workday, the intern should not report to work. If the placement agency observes a holiday, the intern is granted the holiday as a day off and that day will be counted as zero hours required when determining the total minimum hours to be worked during that time period.

A winter break will be granted annually between December 25 and January 1 per the MSA contract. Additionally, a spring break shall be given that aligns with the UIS academic calendar. When figuring the minimum required number of hours for winter and spring semester, these days will be counted as zero hours required and interns do not need to report to work.

Banking Hours for Winter Break

With prior approval from the intern supervisor, an intern who completes the minimum required hours for the fall semester before the end of the semester may continue to work hours during the fall semester, and bank those extra hours to use during winter break to take a longer period off. A supervisor is not required to allow their intern to do this. A supervisor can make the decision based on what's best for the placement agency. If an intern desires to do this, they should communicate with their supervisor well in advance to request pre-approval. The GPSI Program will not override a supervisor's decision on this matter.

Military Leave

For information on the UIS student military leave policy follow this link: [Leave Policies](#). If an intern goes on military leave, the decision rests with their supervisor as to whether the intern can return to their internship once they return from leave.

Unpaid Leave

Unpaid leaves of absence will be considered on a very limited, case-by-case basis and only under extraordinary circumstances. If an intern needs an unpaid leave from their internship, they should immediately communicate with their supervisor and the GPSI Program. If the intern supervisor approves the unpaid leave, the GPSI Program will then evaluate the request. An intern supervisor and the GPSI Program are not required to approve an unpaid leave request. Needing an unpaid leave could result in termination of the internship and should only be requested under emergency circumstances and only if an intern will not be able to complete their required minimum hours during a time period.

If an unpaid leave is approved by both the intern supervisor and the GPSI Program, the intern's minimum number of required hours will be adjusted accordingly and the internship benefits will be prorated. The prorations could result in the intern needing to pay back benefits already received.

Consult and Coaching

Supervisors and interns are strongly encouraged to work together and problem-solve through issues when they arise. Supervisors act not only as supervisors, but also as mentors and coaches. Supervisors are expected to work with interns to resolve any problems just as they would their full-time employees. Interns are also expected to meet with their supervisors in an attempt to resolve matters. Informal conferences lead to improved working relationships and, ultimately, excellent experiential learning. If an issue cannot be resolved, the GPSI Program may act as an intermediary to assist. Sometimes problems may result in ending the internship.

Furthermore, PAD561 and PAD562 will act as a community of practice for interns throughout their internship.

Appendix A: Other Information and Resources

[GPSI Intern Resources \(Box Folder - requires NetID login\)](#)

[UIS Policy Prohibiting Discrimination, Including Harassment](#)

[Curricular Practical Training](#)

[Requesting a social security number](#)

[Acceptable documents for I-9 verification](#)

[University Payroll and Benefits Service Portal](#)

[Tax status review for international students](#)

[UIS Policy on Military Leave](#)

[UIS Student Handbook](#)

Appendix B: Links to Forms

[Professional Development Reimbursement Request for Approval Form](#)

Appendix C: Example Letters

Sample Resignation Letter

<DATE SUBMITTING>

Dear GPSI Program,

I am resigning my GPSI internship at the Illinois Department of Public Health effective close of business on INSERT DATE.

(If you wish to include additional information about your internship placement and/or supervisor, you should add a paragraph here).

Sincerely,

Alice Jones

Alice Jones (NOTE: Must be signed by GPSI intern)

Robert Smith

Robert Smith, Supervisor (NOTE: Must be signed by GPSI supervisor)