

## **Instructions and Template for Preparing A Policy/Organizational Recommendation**

Please draft a concise policy or organizational recommendation of concern to your internship. While the memo should be addressed to your internship supervisor, there is no requirement to actually present the recommendation to her/him. (However, in the past, ideas have been so insightful that some Maxwell interns have submitted their proposals to supervisors).

The recommendation can address a substantive policy issue or an organizational problem or shortcoming you have observed in your internship. Lengthy discussion of the sources and nature of the problem is not needed; assume that your supervisor is well aware of the issue or problem.

Set out your broad recommendation in the summary.

Then provide a little more detailed justification in the discussion. Also briefly discuss any pitfalls, or why you recommend a certain option over others.

Conclude with any recommended actions or immediate steps to carry out the broad proposal.

You can be as straightforward and direct as you believe the situation warrants and the reader can absorb. Often, an affirmative approach - what the organization should do rather than what it should avoid - will gain a better hearing, particularly if you add concrete steps.

The memo should be two-three pages single-spaced (12 point type). Less is more - keep in mind that this is only a mechanism to start a discussion with your supervisor at greater length. You are helping move the organization forward but not trying to present all the information available on a complex issue.