

**URP 6941**  
**Urban Planning Internship (1-3 credits; max 3)**  
**(Offered Fall, Spring, Summer)**

<b>Instructor:</b>	Stanley Latimer 466 ARCH Phone: 392-0997 x434 e-mail: latimer@geoplan.ufl.edu
<b>Office Periods:</b>	By Appointment
<b>Class Periods:</b>	N/A
<b>Classroom:</b>	N/A
<b>Prerequisites:</b>	None
<b>Material and Supply Fee:</b>	\$0
<b>Textbook:</b>	N/A
<b>Software:</b>	N/A
<b>Readings:</b>	N/A
<b>Attendance:</b>	As arranged with host agency.
<b>Grading:</b>	The final grade for this class (S/U) is determined by the successful completion of the internship and the completion and submission of: 1. Student Intern - Host Agency Employment Agreement; 2. Employment Information Sheet; 3. A written report (3-5 pages) to the department at the midpoint of the internship (approximately the 6th week), summarizing briefly his/her professional experience for that time period; 4. At the end of the internship, the intern will prepare a written report (7-10 pages) describing and evaluating the professional experiences as an intern and furnish copies to the agency and the department. The student will also give (upon request) the department a copy of a significant work product that he/she contributed to during the internship; 5. Intern Evaluation Form Employment Information Sheet.
<b>Additional Info:</b>	The intern is expected to be professional and should model him/herself after the planners of the host agency.

**Course Objectives:**

Internships provide an important opportunity for students to enhance their learning experience by participating in a professional planning environment. Most students fulfill the professional internship requirement with a summer position lasting about three months. However, the internship may be taken in other semesters with departmental approval. If the student has prior professional work experience the internship can be waived and another course substituted with departmental permission.

***Students have the option of using their internship for credit (1 credit minimum to 3 credits maximum) and may do so by registering for URP 6941.***

Typical places of employment include regional planning councils, city planning agencies, Florida's various water management districts, private planning consulting firms, community action agencies and state agencies such as the Department of Transportation.

The department assists students in finding an internship by contacting selected firms and agencies statewide. Students, however, are expected to play an active role in securing an internship.

The firms and agencies that employ interns are not affiliated with or supervised by the University of Florida. Students are responsible for securing suitable living arrangements and transportation during the internship, and are expected to conduct themselves in an appropriately professional manner. Students should promptly notify the internship coordinator if they encounter any circumstances that interfere with or impede their ability to complete the internship.

### **Internships for International Students**

There are special regulations that govern internships by international students. These regulations are mandated by US immigration laws and are administered by the UF International Center. Information on these regulations as well as required forms may be downloaded from the Internship Center web page: <http://www.ufic.ufl.edu>.

### **Honesty Policy:**

Students are responsible for reading and abiding by the University's honesty policy regarding cheating and use of copyrighted materials. Please see the Academic Honesty - Student Guide (<http://www.dso.ufl.edu/sccr/honorcodes/honorcode.php>)

The Honor Code: We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity. On all work submitted for credit by students at the university, the following pledge is either required or implied:

"On my honor, I have neither given nor received unauthorized aid in doing this assignment."

### **UF Counseling Services:**

The following offices can be of assistance to solve personal problems, career selection problems or problems relating to deficiencies in academic skills.

1. Counseling and Wellness Center, , (352) 392-1575, personal and career counseling;
2. Career Resource Center, Reitz Union, 392-1601, career development assistance and counseling.

**University of Florida  
Department of Urban & Regional Planning  
Internship Program  
General Information and Forms**

## INTERNSHIPS

Internships provide an important opportunity for students to enhance their learning experience by participating in a professional planning environment. Most students fulfill the professional internship requirement with a summer position lasting about three months. However, the internship may be taken in other semesters with departmental approval. If the student has prior professional work experience the internship can be waived and another course substituted with departmental permission.

*Students have the option of using their internship for credit (1 credit minimum to 3 credits maximum) and may do so by registering for URP 6941.*

Typical places of employment include regional planning councils, city planning agencies, Florida's various water management districts, private architectural or planning consulting firms, community action agencies and state agencies such as the Department of Transportation.

Starting early in the spring semester, the department assists students in finding an internship by contacting selected firms and agencies statewide. Students, however, are expected to also play an active role. When an agency confirms that an internship is available, it is posted in the department's internship notebook located in the URP office. Students should have their resumes ready to send to potential employers by the end of February.

Plan for your internship well ahead of time. If possible, try to sign a nine-month rather than a year-long lease on your apartment so that you can leave town in the summer for an internship elsewhere: only a limited number of internships are available in Gainesville and Alachua County. It helps to be able to leave on short notice, as many agencies do not confirm funding sources until just before the summer.

The firms and agencies that employ interns are not affiliated with or supervised by the University of Florida. Students are responsible for securing suitable living arrangements and transportation during the internship, and are expected to conduct themselves in an appropriately professional manner. Students should promptly notify the internship coordinator if they encounter any circumstances that interfere with or impede their ability to complete the internship.

## INTERNSHIPS FOR INTERNATIONAL STUDENTS

There are special regulations that govern internships by international students. These regulations are mandated by U.S. immigration laws and are administered by the UF International Center. Information on these regulations as well as required forms and documents may be obtained from the International Center. Web page: <http://www.ufic.ufl.edu>.

**STUDENT INTERN - HOST AGENCY EMPLOYMENT AGREEMENT**

This agreement is entered into by and between the host agency, the Department of Urban and Regional Planning (URP) of the University of Florida, and the student intern. The EMPLOYMENT INFORMATION SHEET identifies particular parties and sets out other information.

The intern is expected to be professional and should model him/herself after the planners of the host agency. The intern agrees to mail or email a written report (3-5 pages) to the department at the midpoint of the internship (approximately the 6th week), summarizing briefly his/her professional experience for that time period. At the end of the internship, the intern will prepare a written report (7-10 pages) describing and evaluating the professional experiences as an intern and furnish copies to the agency and the department. The student will also give (upon request) the department a copy of a significant work product that he/she contributed to during the internship.

The host agency shall properly supervise the student and assign tasks to be completed that are appropriate for the intern's capabilities. The host agency will identify a mentor on its staff who will take an interest in the richness of the intern's experience. The host agency will provide a professional work environment and space for the intern and will comply with all applicable laws and regulations governing the workplace. The host agency will complete an evaluation of the intern's performance and professional experiences at the conclusion of the internship (INTERN EVALUATION FORM).

A representative of the department may visit the student at the host agency during the internship. This visit, if conducted, would be to evaluate the intern's work environment and work products. Phone communication between the host agency and URP, and between the intern and URP is encouraged. Faculty representing URP are Chairman, Dr. Kristin Larsen and Lecturer, Stanley Latimer.

There are two attachments to this agreement:

EMPLOYMENT INFORMATION SHEET has basic facts about the internship. This form includes the name, address and phone number of the host agency, the name of the staff mentor, the name of the intern, beginning and ending dates of the internship, rate of pay, and the description of the professional activities in which the intern is likely to be engaged, such as preparing a neighborhood plan, acting as staff to a citizen advisory committee, doing library research, etc.

INTERN EVALUATION FORM is an evaluation of the intern's performance and professional experiences during the internship. The INTERN EVALUATION FORM should be prepared by the host agency at the conclusion of the internship.

Signatures indicating concurrence with this agreement:

INTERN: \_\_\_\_\_ DATE: \_\_\_\_\_

HOST AGENCY: \_\_\_\_\_ DATE: \_\_\_\_\_

URP DEPARTMENT \_\_\_\_\_ DATE: \_\_\_\_\_

Please return to the address below; signed copies will be placed in your student file.

University of Florida  
Urban & Regional Planning  
Internship Program  
PO Box 115706  
Gainesville FL 32611

**EMPLOYMENT INFORMATION SHEET**

\_\_\_\_\_  
Agency Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Staff Mentor

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Pay Rate

\_\_\_\_\_  
URP Intern Name

\_\_\_\_\_  
Residence Phone Number

\_\_\_\_\_  
Residence Address

\_\_\_\_\_  
Beginning Date

\_\_\_\_\_  
Ending Date

Expected Work Assignments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please return to: University of Florida  
Urban & Regional Planning  
Internship Program  
PO Box 115706  
Gainesville FL 32611

**INTERN EVALUATION FORM**

INTERN EVALUATION FORM is an evaluation of the intern's performance and professional experience during the internship. The INTERN EVALUATION FORM can serve as an informal guide to the intern's performance and the agency's support during the internship. The INTERN EVALUATION FORM may be used by the department in assigning the intern's final grade for the internship course. It is intended to be prepared by the host agency at the end of the internship, and to be signed by the intern and the department.

SCALE: 1 indicates excellence; 2 indicates good performance; 3 indicates that improvement would have been warranted; and 4 means you are not able to judge, or the question is irrelevant.

1. Was the intern punctual?           1       2       3       4
2. Did the intern model him/herself after the professionalism of the agency's staff?  
   1       2       3       4
3. Did the intern complete his/her work assignments in an efficient and timely manner?  
   1       2       3       4
4. Was the intern able to work independently on job duties?  
   1       2       3       4
5. Was the intern asked to do assignments that were appropriate to his or her capabilities?  
   1       2       3       4
6. Did the intern interact well with other members of the staff?  
   1       2       3       4
7. Did the intern's work performance meet the employer's standards?  
   1       2       3       4
8. Would you be willing to host an intern(s) again next year?                   YES                   NO

Please add any additional comments you may have about the intern, the experiences and environment provided by the host agency, or suggestions for improving the internship program.

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Signatures of Employer, Intern, and URP Department

INTERN: \_\_\_\_\_ DATE: \_\_\_\_\_  
 EMPLOYER: \_\_\_\_\_ DATE: \_\_\_\_\_  
 URP DEPARTMENT: \_\_\_\_\_ DATE: \_\_\_\_\_

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