Internship – URP 6941 Section 225H

Meet your Internship Coordinator

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Urban and Regional Planning Internship

All URP students, including online URP students, are required to complete an internship with a planning related agency prior to completing this program. It is the responsibility of the student to identify an agency to work with during the internship. This can be a public or private planning related agency in the student's local community or an agency that will allow the student to work remotely. See the frequently asked questions link at the bottom of this page and other pages on this site for full information about the internship and specific requirements.

While each internship involves different goals and activities, all of them provide numerous opportunities for students to enrich and expand their core competencies in URP as well as one or more of their concentration-specific competencies. The internship is usually completed in the student's last year in the program, although it may be started earlier with permission of the student's chair and the internship coordinator. Within each internship experience, students must complete a planning related project that demonstrates their ability to define an issue, apply methods appropriate to their URP concentration, and produce results. The project is documented through a midterm report and a final report as well as weekly blog/discussion post.

Internship: The internship for students in the online program consists of 1 credit and requires 120-200 contact hours. Unlike a typical 8 week module class the duration of the internship is 16 weeks. The internship must be conducted in a planning related setting, and in addition to a project may include other activities selected to strengthen the competence of the individual student. Students register for the internship course after all or most required coursework is completed. In the semester before beginning the actual internship, students are expected to arrange for the internship, and prepare and submit a proposal for the internship and proposed project to be completed during the internship. Approval of the proposed internship and project are to be approved by the student's committee chair and the internship coordinator prior to registration. (NEED an approval form)

Internship Project: During the internship experience, each student is required to complete a project which serves as the basis for the midterm and final written reports. The project may be one of several activities undertaken during an internship. However, it should be a substantial project which involves identification of a planning question/problem/issue, application of appropriate planning methods and/or analysis, and description of results. If a student is part of a team working on a large project, the student's project is the piece for which s/he is responsible. Weekly progress and activities associated with the internship will be documented and reported through blog or discussion posts. The student will also submit a midterm and final report documenting the internship project.

Frequently Asked Questions Concerning the Internship

1. When should I start the process of identifying an agency to intern with?

It is never too early to be thinking about your internship. To allow sufficient time to identify an internship site, you should start looking for a internship a month and a half to two months prior to the semester you plan to complete the internship.

2. Where should I look for internship opportunities?

Internships opportunities may be available in both the public and private sectors. Many cities and counties provide volunteer opportunities for residents to share their expertise with a planning related local government agency or department. To check, go to the website for your city or county and/or contact the agency directly. Internship opportunities may also be available with a planning related non-profit or not for profit organization; examples include: Habitat for Humanity and GISCorps http://www.giscorps.org (Links to an external site.). If you have a proposed activity you would like to be considered for the internship requirement, please discuss with your chair and/or the internship coordinator.

To give you some ideas on where to seek internship opportunities, the following is a list of agencies and firms where Urban and Regional Planning students have interned.

Public Sector

- Agencies and firms where Urban and Regional Planning students have interned include, but are not limited to the following locations:
- City of Gainesville, FL, Public Works, Transportation Planning
- City of Gainesville, FL, Regional Transit System
- City of Gainesville, FL, Community Redevelopment Agency
- City of Gainesville, FL, Planning Department
- City of Gainesville Police Department, Crime Analysis Unit
- City of Archer, FL
- City of Newberry, FL, Planning Department
- Alachua County Growth Management
- Alachua County Department of Environmental Protection
- Alachua County Office of County Manager
- Alachua County Sheriff's Office, Crime Analysis Unit
- Alachua County Housing Authority
- University of Florida, Facilities, Planning, and Construction Division
- University of Florida, Office of Sustainability
- Hinkley Center for Solid and Hazardous Waste Management, Gainesville, FL
- City of Clearwater, FL, Planning Department
- City of Ocala, FL, Planning Department
- City of Jacksonville Beach, FL, Planning and Development Department
- City of Sarasota, FL, Planning Department
- City of Palatka, FL, Planning Department
- City of Fernandina Beach, FL, Planning Department
- City of Fort Lauderdale, FL, Transportation Division
- City of Fort Walton Beach, FL, Planning Department
- Bradford County, FL, Zoning Department
- Hillsborough County, FL, Economic Development Department
- Orange County, FL, Planning Division
- Osceola County, FL, Emergency Management
- Marion County, FL, Growth Services, Planning and Zoning Department
- Withlacoochee Regional Planning Council, Ocala, FL
- North Central Florida Regional Planning Council, Gainesville, FL
- East Central Florida Regional Planning Council, Maitland, FL

- St. Johns River Water Management District, Palatka, FL
- Florida Department of Environmental Protection, Southeast District, West Palm Beach, FL
- Upstate Forever, Greenville, SC
- Savannah Development and Renewal Authority, Savannah, GA
- Town & County of Nantucket, MA, Planning Office
- City of York, PA, Department of Community Development
- The Trust for Public Land, Washington, DC
- City of New York, NY, Planning Office, Transportation Division

Private Sector

- Causseaux, Hewett, & Walpole, Inc., Gainesville, FL
- CH2M Hill, Gainesville, FL
- Jones Edmunds, Gainesville, FL
- Eng, Denman & Associates, Inc., Gainesville, FL
- NUE Urban Concepts, Gainesville, FL
- Tindale Oliver & Associates, Winter Park, FL
- McIntosh and Associates, Winter Park, FL
- AECOM, Orlando, FL
- Walt Disney Imagineering, Pre-Development, Orlando, FL
- Reynolds, Smith, and Hills, Tampa, FL
- Trias and Associates, Fort Pierce, FL
- Synergy Real Estate of Southwest Florida, Naples, FL
- Cotleur & Hearing, Jupiter, FL
- Kittelson & Associates, Inc., Portland, OR

3. How long is the internship?

Unlike a typical module class the internship is 16 weeks and requires 120-200 contact hours.

4. What forms must be completed for the internship?

In addition to the weekly discussion board/blog report, all interns must complete the Employee Information Sheet (Links to an external site.) and the Intern Evaluation Form (Links to an external site.) at the beginning and ending of the internship. There will also be a midterm and final report. Any additional requirements will be announced through the Canvas course site.

5. I currently work as a professional planner, can I waive the internship requirement?

No. The Internship is a one credit course required as part of the 52 credit hour URP degree. The internship provides you the opportunity to work in a new area of planning and gain relevant work experience beyond your current or past jobs.

6. I currently work for a planning agency, can I complete my internship at my worksite?

Completing the internship requirement at your current worksite is discouraged. However, we are open to working with students who currently have planning positions and who otherwise would not have time to conduct an internship with a different employer. Such students can use their current job as an internship. These type of internship must involve activities that are distinctly different from your regular job responsibilities. You might take on a new project or work overtime in a new department. You should be learning new skills, accepting new responsibilities, or be working with new ideas or

concepts. You should bear in mind that you will need to complete all internship requirements, including an evaluation from a supervisor who will oversee your work. If you are interest in conducting this option, you need to prepare a detailed description of your proposed internship and project and explain how the internship and proposed activities are distinctly different from your regular job responsibilities.

7. Can I do a paid internship?

Yes. You may complete your internship requirement with a paid or unpaid internship. Whether or not the internship is paid or unpaid is determined by the agency providing the internship opportunity. You may find it easier to find an unpaid internship. Also, your current place of employment may have requirements for reporting outside employment so check with your HR department as appropriate.

Tools and Tips for Success

Tools

- Firefox browser (Links to an external site.) version 3.5 or higher.
- Browser plug-ins:
    - Windows Media Player (Links to an external site.) (or Flip4Mac (Links to an external site.) if you use a Mac).
    - Quicktime (Links to an external site.).
    - Flash (Links to an external site.).
    - Shockwave (Links to an external site.).
    - Adobe Reader (Links to an external site.).
    - Java (Links to an external site.).
- Speakers or headset recommended (to listen to multimedia).
- UF GatorLink email.

Course Navigation Review

On the left-hand side of your screen, review the links in the navigation menu. After completing this "Getting Started" section, you'll want to thoroughly read the syllabus to note the course policies, procedures, and expectations. When you are finished reading the syllabus, review the "Course Schedule" section to identify the dates for completion of all activities. If you need assistance at any time, visit the "Support Contacts" section to identify who to contact.

Introduce Yourself to the Class

Using the Discussion Board Student Lounge topic, prepare a brief introduction to the class and meet your classmates. You may consider sharing where you live (city or state), your educational background, work experience, hobbies, interesting facts about you, or even post a picture. Please also share what you hope to learn in this course.