

URBAN PLANNING INTERNSHIP

URP 6941

1-3 CREDIT HOURS

INSTRUCTOR: Stanley Latimer

REQUIRED TEXT: Typically there are no required readings for this course.

COURSE DESCRIPTION: Off-campus internship experience.

PREREQUISITE KNOWLEDGE AND SKILLS: While there are no prerequisites for this course, students should take it after they have taken at least one full semester of coursework in urban and regional planning.

PURPOSE OF COURSE: Internships provide an important opportunity for students to enhance their learning experience by participating in a professional planning environment. Typical places of employment include regional planning councils, city planning agencies, water management districts, metropolitan transportation planning organizations, private architectural or planning consulting firms, community action agencies, and state agencies such as the Department of Transportation.

Students are expected to play an active role in securing their internship. Plan for your internship well ahead of time. There are a variety of websites that list available internships, such as the American Planning Association (APA) and state and local chapters of the APA. Students should begin this search process at least two months prior to beginning the internship and have their resumes ready to send to potential employers.

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.

COURSE GOALS AND/OR OBJECTIVES: This course familiarizes the students with planning practice through an off-campus internship experience. Based on their employer's assignments, the intern will collect and analyze data, work with residents and other stakeholders, prepare planning reports, conduct mapping exercises, and/or

make presentations. By the end of this course, students will demonstrate their knowledge in collecting and assessing a range of data, thinking spatially, and communicating their recommendations both verbally and in writing. In doing so they will strengthen the following skills that will be important in professional practice: (1) *critical thinking*; (2) *presentation (verbal communication)*; (3) *evaluation and criticism*; (4) *argumentation*; and (5) *written communication skills*.

HOW THIS COURSE RELATES TO THE STUDENT LEARNING OUTCOMES IN THE DEPARTMENT OF URBAN AND REGIONAL PLANNING: As a required course in the graduate program, Urban Planning Internship allows students to apply knowledge and skills in the field, typically with existing projects and relates to all three departmental student learning outcomes. These are:

- Demonstrate an understanding of human settlement, historical and contemporary practice, and policy and processes relevant to urban and regional planning concepts and theories.
- Demonstrate oral, written, and critical thinking skills required of master's students within their area of specialization.
- Display ethical behaviors, cultural sensitivity, teamwork, professional conduct and communication.

COURSE POLICIES:

ATTENDANCE POLICY: As required by the employer. The intern is expected to be professional and should model him/herself after the planners of the host agency.

MAKE-UP POLICY: None.

ASSIGNMENT POLICY: At a minimum, there are two assignments in this course as follows: A written report (3-5 pages) to the department at the mid-point of the internship (approximately the 6th week), summarizing briefly the intern's professional experience for that time period. At the end of the internship, the intern will prepare a written report (7-10 pages) outlining his/her experience.

COURSE TECHNOLOGY: The technology required varies based on what the employer requires and what is available.

UF POLICIES:

UNIVERSITY POLICY ON ACCOMMODATING STUDENTS WITH DISABILITIES: Students requesting accommodation for disabilities must first register with the Dean of Students Office (<http://www.dso.ufl.edu/drc/>). The Dean of Students Office will provide documentation to the student who must then provide this documentation to the

instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking the quizzes or exams. Accommodations are not retroactive, therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations.

UNIVERSITY POLICY ON ACADEMIC MISCONDUCT: Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the UF Student Honor Code at <http://www.dso.ufl.edu/students.php>.

NETIQUETTE: COMMUNICATION COURTESY: All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats. <http://teach.ufl.edu/docs/NetiquetteGuideforOnlineCourses.pdf>

GETTING HELP:

For issues with technical difficulties for E-learning in Sakai, please contact the UF Help Desk at:

- Learning-support@ufl.edu
- (352) 392-HELP - select option 2
- <https://lss.at.ufl.edu/help.shtml>

Any requests for make-ups due to technical issues MUST be accompanied by the ticket number received from LSS when the problem was reported to them. The ticket number will document the time and date of the problem. You MUST e-mail your instructor within 24 hours of the technical difficulty if you wish to request a make-up.

Other resources are available at <http://www.distance.ufl.edu/getting-help> for:

- Counseling and Wellness resources
- Disability resources
- Resources for handling student concerns and complaints
- Library Help Desk support

Should you have any complaints with your experience in this course please visit <http://www.distance.ufl.edu/student-complaints> to submit a complaint.

GRADING POLICIES:

GRADING SCALE: The grading scheme for this course is S/U. For more information, see: <http://www.isis.ufl.edu/minusgrades.html>

COURSE SCHEDULE:

The intern agrees to mail or email a written report (3-5 pages) to the department at the mid-point 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 the department a copy of a significant work product that s/he contributed to during the internship.