

URBAN PLANNING INTERNSHIP

COURSE NUMBER: URP 6941

CREDIT HOURS: Variable

Summer 2018

INSTRUCTOR: **Kathryn Frank**
Associate Professor

Department of Urban and Regional Planning
School of Landscape Architecture and Planning
458 Architecture
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352-294-1485

OFFICE HOURS: Campus office hours listed on office door (contact by email for appointment), Online office hours by appointment.

COURSE TA/COORDINATOR: No TA for on campus course, online coordination Dan Zhu

COURSE WEBSITE: All materials are posted on the Canvas e-Learning University of Florida. The course may be accessed at: <http://elearning.ufl.edu/>

COURSE COMMUNICATIONS: For on campus students in class, during office hours or email through Canvas. For online students email through Canvas course communications for individual appointment.

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 have completed at least one full semester of coursework in urban and regional planning prior to registering for this course.

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, county planning agencies, 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 main 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.

Additional assignments consist of the Internship Proposal Form including proposed Work Plan which is due at start of internship and the Student Intern - Host Agency Employment Agreement which is also due at start of the internship. An Intern Evaluation Form, completed and signed by the internship supervisor, is due at the conclusion of internship. Weekly discussion posts describing internship activities and work tasks are encouraged.

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/wp-content/uploads/2012/08/NetiquetteGuideforOnlineCourses.pdf>

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 accessed on the UF International Center web page: <http://www.ufic.ufl.edu>.

GETTING HELP:

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

- Learning-support@ufl.edu

- (352) 392-HELP - select option 2
- <http://elearning.ufl.edu/>

Any requests for make-ups due to technical issues MUST be accompanied by the ticket number received from the UF Help Desk 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: <https://student.ufl.edu/minusgrades.html>

The final grade for this class (S/U) is determined by the successful completion of the internship and the completion and submission of:

1. Internship Proposal Form including proposed Work Plan; **Due at start of internship (10 possible points; 10% of Grade)**
2. Student Intern - Host Agency Employment Agreement; **Due at start of internship (10 possible points; 10% of Grade)**
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; **Due at midpoint of internship (100 possible points; 30% of Grade)**
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. **Due at conclusion of internship (100 possible points; 30% of Grade)**
5. Intern Evaluation Form. **Due at conclusion of internship; completed and signed by internship supervisor (10 possible points; 20% of Grade)**

COURSE SCHEDULE:

The intern will complete and submit the Internship Proposal Form including proposed Work Plan and Student Intern - Host Agency Employment Agreement prior to the start

of the internship. The intern agrees to submit a written report (3-5 pages) to the department at the mid-point of the internship, 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 submit the completed evaluation signed by the internship supervisor at the conclusion of the internship. The student will also provide (upon request) the department a copy of a significant work product that s/he contributed to during the internship.

Disclaimer: This syllabus represents my current plans and objectives. As we go through the semester, those plans may need to change to enhance the class learning opportunity. Such changes, communicated clearly, are not unusual and should be expected.

Are you required to have insurance as result of participation in this project? YES NO

If YES, please check all that apply:

Personal Accident Insurance YES NO

Personal Liability Insurance YES NO

Other: _____ YES NO

INTERNSHIP HOST AGENCY INFORMATION

Organization/Agency Name: _____

Internship Supervisor Name and Position Title:

Address: _____
Street Suite/Room # City State Zip

Phone #: _____ Fax #: _____

Email: _____

INTERNSHIP WORKPLAN

Attach a detailed work plan that includes the items below. The work plan must describe the proposed internship project/tasks/activities and provide sufficient information to determine whether the proposed activities can be completed in the time allotted to this internship.

- *Internship Organization/Agency* — the purpose, mission or goals of the organization.
- *Student's Goals and Objectives* — include learning objectives for all projects and activities you will be working on during your internship. Identify the objectives for your internship clearly
- *Competencies*- identify the specific URP and concentration-specific competencies you will strengthen during your internship
- *Significance* — Describe why your internship is significant to planning
- *Methods* — describe the methods (data collection and analysis, analysis of archival data, policy analysis, etc.) you will use to carry out your project(s).
- *Timeline* — include a timeline for completion of each project or activity, with particular attention to your special project. If a particular assignment or activity will be ongoing, please indicate. Be as specific as possible.
- *Role of Participating Parties* — describe the roles of your internship supervisor and teammates (if applicable).

Internship at Current Place of Employment

I understand that _____ (student name) will be conducting an internship in the _____ (Department or Program) at _____ (Organization Name) while maintaining employment in the _____ (Department or Program).

During the course of the internship, the student will undertake duties and responsibilities that are different from current duties and responsibilities. Hours related to current responsibilities cannot be counted toward internship hours; neither can internship hours count as regular work hours.

Employer Signature and Date

SIGNATURES

By signing below, the participating parties indicate that they have read and approved the student's Internship/Special Project work plan/proposal.

_____ Student Signature and Date

_____ Faculty Advisor Signature and Date

_____ Internship Supervisor Signature and Date

_____ UF Internship Coordinator Signature and Date

Internship at Current Place of Employment

I understand that _____ (student name) will be conducting an internship in the _____ (Department or Program) at _____ (Organization Name) while maintaining employment in the _____ (Department or Program).

During the course of the internship, the student will undertake duties and responsibilities that are different from current duties and responsibilities. Hours related to current responsibilities cannot be counted toward internship hours; neither can internship hours count as regular work hours.

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_____ Student Signature and Date

_____ Faculty Advisor Signature and Date

_____ Internship Supervisor Signature and Date

_____ UF Internship Coordinator Signature and Date

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 INTERNSHIP PROPOSAL FORM 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 will complete and submit all forms required to document the internship. The intern agrees to submit a written report (3-5 pages) to the department at the midpoint of the internship, 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 provide (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 Dr. Kristin Larsen, Director, School of Landscape Architecture and Planning and Stanley Latimer, Internship Coordinator.

There are two attachments to this agreement:

INTERNSHIP PROPOSAL FORM 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 and signed copies will then be returned to you.

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: 5. Excellent 4. Good 3. Average 2. Weak 1. Unsatisfactory
N/A means you are not able to judge or the question is irrelevant.

- | | | | | | | | |
|---------------------------------------------------------------------------------------------|---|---|---|---|---|-----|----|
| 1. Was the intern punctual? | 5 | 4 | 3 | 2 | 1 | N/A | |
| 2. Did the intern model him/herself after the professionalism of the agency’s staff? | 5 | 4 | 3 | 2 | 1 | N/A | |
| 3. Did the intern complete his/her work assignments in an efficient and timely manner? | 5 | 4 | 3 | 2 | 1 | N/A | |
| 4. Was the intern able to work independently on job duties? | 5 | 4 | 3 | 2 | 1 | N/A | |
| 5. Was the intern asked to do assignments that were appropriate to his or her capabilities? | 5 | 4 | 3 | 2 | 1 | N/A | |
| 6. Did the intern interact well with other members of the staff? | 5 | 4 | 3 | 2 | 1 | N/A | |
| 7. Did the intern’s work performance meet the employer’s standards? | 5 | 4 | 3 | 2 | 1 | N/A | |
| 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.

Signatures of Employer, Intern, and URP Department

INTERN: _____ DATE: _____

EMPLOYER: _____ DATE: _____

URP DEPARTMENT: _____ DATE: _____

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