

# URP 6942 Internship

## Meet your Internship Coordinator

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Note: All email communication should be through Canvas. Use this email address only if you have an emergency and/or are unable to access Canvas email.

## Urban and Regional Planning Internship

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All URP students, are required to complete an internship with a planning related agency or consultancy firm prior to completing this program. Internships provide an important opportunity for students to enhance their learning experience by participating in a professional planning environment. The internship allows the student to apply academic learning to planning practice, explore and clarify career goals, enhance and learn new skills, gain experience, and network with professionals. Internships prepare students for professional positions, fellowships, and further academic study.

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 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.

**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

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### 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?

Prior to beginning your internship you must complete and submit for approval the [Internship Proposal Form](#). All interns must complete the [Employee Information Sheet](#) at the beginning of the internship. At the conclusion of the internship ask your supervisor to complete the [Intern Evaluation Form](#). Any additional requirements will be announced through the Canvas course site.

### 5. What are the reporting requirements form the internship?

In addition to the weekly discussion board/blog report, interns must submit a midterm report as well as final report. At the midpoint of the internship, students will submit a 3-5 page documenting their internship experience to date. In addition to documenting internship activities, tasks, projects, meetings attended, etc., the report should provide information about the internship site and the intern's mentor.

At the conclusion of the internship, students will submit a 3-5 page report documenting their internship experience since the submission of the midterm report. It is acceptable for this report to be a continuation of the previously submitted midterm report. This final report should document internship activities since the midterm and include an evaluation of the overall internship experience. What did you learn during the internship that was not covered in class lectures or assignments? Are there any things that could have enhanced the internship experience? If you have work products resulting from your internship project include as an attachment to your final report.

## **6. 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.

## **7. 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.

## **8. Can my internship be paid?**

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

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## 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.

**University of Florida Master of Urban and Regional Planning  
Online Internship and Internship Project Proposal**

Directions: Please complete the ENTIRE application form before submitting.  
Incomplete applications will be returned to the student unless prior arrangements  
have been made.

**STUDENT INFORMATION**

Name: \_\_\_\_\_

Concentration: \_\_\_\_\_

UFID: \_\_\_\_\_

Mailing Address during Internship (if different from Permanent Address):

\_\_\_\_\_  
Street      Apt. #      City      State      Zip

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Permanent Address \_\_\_\_\_

Street      Apt. #      City      State      Zip

**INTERNSHIP INFORMATION**

Course: URP 6941      Course Credits: 1

Semester/Year Desired: \_\_\_\_\_ Final Report Due Date: \_\_\_\_\_

Internship Project Title: \_\_\_\_\_

Do you have any disabilities that might hinder your performance during your  
project? YES NO If yes, please explain \_\_\_\_\_

\_\_\_\_\_

Does this site require a formal contract to be signed prior to beginning internship?  
YES NO

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 internship project and provide sufficient information to determine whether the project 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 project clearly
- *Competencies*- identify the specific URP and concentration-specific competencies you will strengthen during your internship
- *Significance* — Describe why your internship and project are 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



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

**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 ONLINE INTERNSHIP AND INTERNSHIP PROJECT 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 agrees to email a written report (3-5 pages) to the department at the midpoint of the internship, summarizing briefly his/her professional experience and progress on the internship project for that time period. At the end of the internship, the intern will prepare a final report (7-10 pages) describing and evaluating the professional experiences as an intern and documenting the project completed for the internship. Copies (in digital format) are to be furnished to the host agency and the department. The student will also provide the department a copy (in digital format) of all significant work products 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 as appropriate 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 contact the student or the student's supervisor at the host agency during the internship. This contact, if conducted, would be to evaluate the intern's work performance and work products. Communication between the host agency and URP, and between the intern and URP is encouraged.

Faculty representing URP are Chair, Dr. Joseli Macedo, Online Program Graduate Coordinator, Dr. Ferdinand Lewis, and Internship Coordinator, Stanley Latimer.

There are two attachments to this agreement:

ONLINE INTERNSHIP AND INTERNSHIP PROJECT 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 internship supervisor, the name of the intern, beginning and ending dates of the internship, rate of pay (if applicable), and the description of the internship project as well as the professional activities in which the intern is likely to be engaged.

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 Name \_\_\_\_\_

### 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 a 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 Intern, Internship Supervisor, and URP Department

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

SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

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

**Please return to:    University of Florida  
Urban and Regional Planning Internship Program  
PO Box 115706  
Gainesville FL 32611  
latimer@geoplan.ufl.edu**