URP 6941 – URBAN AND REGIONAL PLANNING INTERNSHIP

ABOUT THE COURSE

CREDIT HOURS: Variable (Campus: 0-3cr; Online: 1cr)

TERM: Variable

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.

YOUR COORDINATOR

KYLE DOST
Internship Coordinator, Urban and Regional Planning Department
Assistant Director, Online Master of Urban and Regional Planning Program

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PHONE: 352-294-1486

OFFICE HOURS: Please email to set up an appointment

CANVAS

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 and online students in class, email through Canvas for an individual appointment.

SQUARE: Additional support materials, documents, forms, professional resources (including job and internship postings) can be found on Square via Canvas: https://ufl.instructure.com/courses/338768

INTERNSHIP

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: There are a number of assignments for this course. There will be an in-depth student survey, 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 an e-Portfolio, including a written report and multimedia files, 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 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. Additionally, there will be a brief final survey at the terminus of the internship. Weekly discussion posts describing internship activities and work tasks are required.

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

COURSE EVALUATIONS:

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at https://gatorevals.aa.ufl.edu/students/. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via https://bluera.com/ufl/. Summaries of course evaluation results are available to students at https://gatorevals.aa.ufl.edu/public-results/.

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

- http://elearning.ufl.edu/

- (352) 392-HELP - select option 2

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:

30% OF GRADE
1. Internship Proposal Form + Work Plan; Due at start of internship [100 points]

2. Intern/Host Agency Employment Agreement; Due at start of internship [100 points]

25% OF GRADE
3. Weekly Discussion Posts [140 points total]

30% OF GRADE
4. Midterm Survey (approximately the 6th week), summarizing briefly his/her professional experience and reflective thoughts at that time period; Due at midpoint of internship [50 points]

5. Final Portfolio (end of internship) The student intern will prepare an e-portfolio, including, but not limited to: a written report (3-5 pages) describing and evaluating the professional experiences as an intern; photos, graphics, videos, and/or any additional multimedia files; any final deliverables or products compiled for the host agency. Copies will be furnished to both the agency and the department. Due at conclusion of internship [100 points]

6. Final Survey (end of internship) Student interns will complete a brief survey, via Canvas [50 points]

15% OF GRADE
6. Intern Evaluation Form. Due at conclusion of internship; completed and signed by internship supervisor [50 points]

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 final e-Portfolio to the department at the conclusion of the internship, summarizing briefly his/her professional experience for that time period. Student surveys will be required at the mid-point (~6 weeks) and terminus of the internship. The student will submit the completed evaluation signed by the internship supervisor at the conclusion of the internship as well.

FREQUENTLY ASKED QUESTIONS

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.

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.

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 Divisio

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

How long is the internship?

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

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.

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.

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.

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.