Guidelines for PUP 584, Internship

GOALS:

- To give the student an opportunity to observe and participate in planning work carried out in a professional setting, under the guidance of a mentor there.
- To give the student an opportunity to learn and practice skills valuable in planning professions.
- For the student to carry out work of use to the host site.

INTERN ACTIVITIES:

- Student might carry out some small self-contained project from beginning to end; or participate in various phases of a larger project or projects.
- Student should gain exposure to the larger operations into which his/her work fits. For example, student might be permitted to observe relevant planning or organizational meetings.
- The internship should allow the student to build knowledge and skills relevant to professional work in planning. Here are some examples:

  **Planning:**
  - Design
  - Presentation
  - Contract Development and Negotiations
  - Construction Drawings and Production Methods
  - Client/User Contracts
  - Programming and Problem Solving
  - Conferences with Consultants
  - Cost Estimates and Budgeting
  - Public Involvement Processes, Public Meetings

  **Other skills and areas:**
  - Scheduling
  - Office Management and Procedures
  - Field Experience and Field Surveying
  - Research
  - Drafting or Mapping
  - Data Processing
  - Report Writing and Production
  - Policymaking
  - Other relevant skills or knowledge areas

TO OBTAIN AN INTERNSHIP:

Some agencies, organizations and companies work directly with the School of Geographical Sciences and Urban Planning to recruit interns. Information about these positions is distributed by email to current planning students, and some positions are also listed on our internships web page, http://geoplan.asu.edu/internships.

In addition, many students arrange internships independently. To inform a potential intern mentor about what’s expected of a for-credit internship, provide him or her with this document. Also keep in communication with Barbara Trapido-Lurie, btl@asu.edu.
Responsibilities of the Intern and the Professional Supervisor

RESPONSIBILITIES OF THE INTERN

Course registration:

PUP 584, Internship, is a 3-credit course. The course may be taken once as an elective in the MUEP program.

It is the intern’s responsibility to sign up for the internship course offered at ASU as soon as possible after arranging the internship. As a first step, review the information here; then contact Barbara Trapido-Lurie (btl@asu.edu). Identify your internship location and briefly explain your responsibilities.

Internship courses are graded on an A-E basis.

Hours of work:

In order to earn credit, the intern must work at least 135 hours at the internship site. If the internship is carried out from start to end of a Fall or Spring semester, this amounts to 9 hours per week.

Additional requirements:

1. Students must complete the Letter of Intent (see page 3), prior to the internship or at the latest within the first two weeks of your internship. A very important element is the Work Plan, which outlines what the intern will do and learn. The completed Letter & Work Plan should be given to Barbara Trapido-Lurie.

2. The intern will keep a weekly Work Log (see page 4), indicating the type of tasks he/she is performing, and the hours worked. On completion of the internship, the intern’s supervisor will sign the Work Log indicating that the record is, to the best of his/her knowledge, a true and accurate record of the intern's experience. The completed log should be submitted to Barbara Trapido-Lurie.

3. The student will give his/her supervisor the Supervisor Evaluation form (see pp. 5-6) and make sure that the supervisor knows the deadline for the form to be completed and returned. (The form should by returned before the last day of exams for the semester in which the student is registered.)

4. As a way to put their internship experience in perspective, students will do a summary exercise, a short written reflection on their internship experience. During Fall and Spring semesters, all interns will meet as a group at the start and end of the semester if possible.

5. It is the intern’s responsibility to represent the School of Geographical Sciences and Urban Planning positively through conscientious and professional behavior, attitude and appearance.

RESPONSIBILITIES OF THE PROFESSIONAL SUPERVISOR

The professional supervisor is the person at the internship site who defines the intern's scope of work and mentors the intern. It is the responsibility of the supervisor to give the intern a broad exposure to a full range of professional activities, provide meaningful work assignments and guidance, and where needed and assign a senior-level person as the intern's direct supervisor. Students should have an opportunity to gain substantive, analytic, technical, interpersonal, or political knowledge and skills. The supervisor should work with the intern to develop a plan of work, or should review and approve the plan defined by the intern.

Upon completion of the agreed-upon hours of internship work, the supervisor will evaluate the intern, using the Supervisor Evaluation Form (see pages 5 and 6).
INTERNSHIP PROGRAM: Letter of Intent

STUDENT INFORMATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus ID (1000xxxxxxx)</th>
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<tr>
<td>Degree Program</td>
<td>MUEP</td>
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COURSE INFORMATION

<table>
<thead>
<tr>
<th>Course Prefix &amp; Number</th>
<th>Number of Credits</th>
<th>Semester &amp; Year</th>
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<td>PUP 584</td>
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AGREEMENT (between Organization, Student and School)

This is to indicate our agreement to participate in the Internship Program in the School of Geographical Sciences and Urban Planning at Arizona State University. We would like the intern to begin his/her "official internship period" on ___________, 201__ and complete his/her internship experience by ___________, 201__.

The intern will work ________ hours/week for a total of ________ hours.

(See page 2 for required hours of work, based on credit to be earned.)

Is this internship a paid position? ____Yes, _____No. If yes, what is the rate of pay? ___________________

WORK PLAN:

This is a critical part of the Letter of Intent. It should demonstrate that the internship will provide opportunity to gain substantive skills and knowledge relevant to the internship’s professional realm. Please attach a short statement that describes:

1. The type of tasks to be undertaken as part of the internship
2. Knowledge and skills to be gained through the internship

We agree to fulfill the "Professional Supervisor’s Responsibilities" (see page 2) and to submit an evaluation of the intern’s work (see pages 5 and 6).

Organization Name

Address

Supervisor Name

Supervisor Position

Telephone | Email address
--- | ---

Fax Number | Web Page
--- | ---

Please return to:
Barbara Trapido-Lurie
School of Geographical Sciences and Urban Planning
Arizona State University
Tempe, AZ 85287-5302
(480) 965-7533 (phone), (480) 965-8313 (fax), btl@asu.edu

DATE

STUDENT SIGNATURE

SUPERVISOR SIGNATURE
**INTERNSHIP PROGRAM: Work Log**

Work log is to be kept by student intern and returned to Barbara Trapido-Lurie after approval by intern's supervisor. Students may create their own work log form as long as it includes all of the information below.

<table>
<thead>
<tr>
<th>Student Name:</th>
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<tr>
<td>Internship Site:</td>
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<td>ASU Course:</td>
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**Complete one row for each week of the internship**

<table>
<thead>
<tr>
<th>Week (dates)</th>
<th>Hours worked</th>
<th>Brief summary of work completed</th>
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**Total Hours: __________________**

**Please return to:**
Barbara Trapido-Lurie  
School of Geographical Sciences and Urban Planning  
Arizona State University  
Tempe, AZ 85287-5302  
(480) 965-7533 (telephone), (480) 965-8313 (fax)  
Email: btl@asu.edu

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STUDENT SIGNATURE
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SUPERVISOR SIGNATURE
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Supervisor Evaluation Form

To be filled out by supervisor and returned to Internship Coordinator

Intern Name ____________________________  Supervisor ____________________________

Internship Site ____________________________

Please rate the following: Favorable (mark appropriate number) Not Favorable

- Intern was cooperative? 1 2 3 4 5
- Intern was productive? 1 2 3 4 5
- Intern managed time efficiently? 1 2 3 4 5
- Intern worked on own initiative? 1 2 3 4 5
- Intern communicated well? 1 2 3 4 5
- Intern showed problem-solving abilities? 1 2 3 4 5

Please answer the following questions:

1. Do you recommend that the student receive credit for this internship?

2. Was the intern academically prepared for this internship? If not academically prepared, what areas were weak or missing?

3. Were there major changes in the intern's activities from what was originally conceived? If yes, please explain.
4. What aspects of the intern's overall performance were most positive?

5. In your opinion, is the intern ready to move on to an entry-level professional position in the area of his internship? If not, what skills and competencies need improvement?

6. Would you recommend changes in the Geography and Planning internship coordinator's role in your internship?

7. Do you give permission for your comments on this form to be shared with the intern? (This isn't required, but please indicate if you would NOT like the comments shared.)

Please add any other comments, as pertinent, regarding either the intern's performance or potential, or the internship program.

SUPERVISOR SIGNATURE  (or return form via your email)

Thank you very much for your help in completing this evaluation form! Please return the form to Barbara Trapido-Lurie, by email, fax, or delivery via the intern, by the last day of the semester for which the student is enrolled.

Email: btl@asu.edu
Fax: (480) 965-8313
Phone: (480) 965-7449