

## Guidelines for PUP 584, Internship

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### 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:
  - 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
  - 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://sgsup.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 **Erin Murphy, SGSUP Internship & Careers Coordinator**, [Erin.Mae.Murphy@asu.edu](mailto:Erin.Mae.Murphy@asu.edu).

## Responsibilities of the Intern and the Professional Supervisor

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### RESPONSIBILITIES OF THE INTERN

#### Course registration:

***It is the intern's responsibility to sign up for the internship course offered at ASU as soon as possible after arranging an internship.*** As a first step, review the information here; then contact Erin Murphy, [Erin.Mae.Murphy@asu.edu](mailto:Erin.Mae.Murphy@asu.edu). Identify your internship location and briefly explain your responsibilities.

Internship courses are graded on an A-E basis.

#### Hours of work and credit earned:

PUP 584, Internship, may be taken for **up to 6 credits**. The course will count as an elective in the MUEP program.

Amount of credit is based on total hours of work, with 45 hours required per credit. Typically students will register for:  
**3 credits**, which requires **135 hours total**, or 9 hours/week over a Fall or Spring Semester  
**6 credits**, which requires **270 hours total**, or 18 hours/week over a Fall or Spring Semester

#### Additional requirements:

1. Students must complete the **Internship Plan (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 Internship Plan is an online form, at <http://sgsup.asu.edu/internship-plan> Supervisor will review and confirm the plan. Student will be able to register for the course after the supervisor and Internship Coordinator have reviewed the Internship Plan.
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 will be submitted to the Internship Coordinator.
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 be 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 culminating exercise, either a written reflection, discussion or presentation reflecting on their internship experience.
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 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 and provide meaningful work assignments and guidance. Students should have an opportunity to gain substantive, analytic, technical, interpersonal, or organizational knowledge and skills. At the start of the internship, the supervisor should work with the intern to develop a **Work Plan (see page 3)**, or should review and approve the plan defined by the intern.

Upon completion of the agreed-upon hours of internship work the supervisor will give feedback to the intern and the ASU Internship Coordinator, using the **Supervisor Evaluation Form (see pages 5 and 6)**. The supervisor will also confirm the accuracy of the **Work Log** maintained by the student (**see page 4**.)

## INTERNSHIP PROGRAM: Internship Plan

Here's the information that's requested on the online Internship Plan form. Fill in the form at <http://sgsup.asu.edu/internship-plan>

### STUDENT INFORMATION

Name		Campus ID (10-digit ASU ID #)	
Email Address		Program Type	<input type="radio"/> ASU Tempe <input type="radio"/> ASU Online
Degree Program			

### COURSE INFORMATION

Course Prefix & Number		Number of Credits		Semester & Year	
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### INTERNSHIP CONTACT INFORMATION

Company or agency - Department					
Location	City		State		
Supervisor Name					
Supervisor Position			Email Address		

### INTERNSHIP SCHEDULE

Internship Start Date		Internship End Date	
Hours per week (Note that student should participate in internship for at least 45 hours per credit earned)			
Paid or Unpaid Internship?		If paid, what is rate of pay?	

### INTERNSHIP WORK PLAN

This is a key part of your Internship plan.

**What will your internship responsibilities be?** (Respond in a paragraph or list. OR, if your internship has a job description that describes your responsibilities, you may upload the job description as a PDF, in the online version of this form.)

  
  
  
  
  
  
  
  
  
  

**Please identify your learning objectives. That is, what knowledge and skills that are relevant to your major will you seek to gain through the internship?** (If your internship is part of an ongoing position, your learning objectives should allow you to grow professionally. Skills can be job-specific, or can be broader, such as building communication or presentation skills or strengthening project and time management.)

## INTERNSHIP PROGRAM: Work Log

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

Student Name: _____	
Internship Site: _____	Internship Period: From _____ to _____
ASU Course: <b>PUP 584</b>	Sem/Yr student registered for course: _____

**Complete one row for each week of the internship – Add rows as needed**

Week (dates)	Hours worked	Brief summary of work completed

Total Hours: \_\_\_\_\_

**Supervisor: Please return the form by email to Erin Murphy (Erin.Mae.Murphy@asu.edu),  
Internship Coordinator, by the date indicated by your student intern.**

## INTERNSHIP PROGRAM: Supervisor Evaluation (page 1 of 2)

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

Internship Site \_\_\_\_\_

**Supervisor:** Please evaluate the intern’s performance in the following areas. We encourage you to review this form with the student. This joint evaluation will help the student’s professional and personal development. If you mark any items marginal or poor, please comment in the space below the table.

**Please mark the column that most accurately describes the intern’s performance.**

	Excellent	Very Good	Average	Marginal	Poor
Intern was able to develop and progress as a professional.					
Intern communicated effectively.					
Intern maintained a positive and collaborative attitude.					
Intern managed time efficiently.					
Intern was thorough in their work, paying attention to detail and accuracy.					
Intern worked on own initiative.					
Intern showed problem-solving abilities.					
Intern was a productive member of the organization.					

Here, please add details for any items marked ‘marginal’ or ‘poor.’ Also feel free to provide additional information to clarify any of your responses.

**These additional questions explore the intern’s growth and learning further, and also provide feedback on our programs:**

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

2. Were there major changes in the intern's activities from what was originally conceived? If yes, please explain.

3. What aspects of the intern's overall performance were most positive?

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

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

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

**Thank you very much for your help in completing this evaluation form! Please return the form by email to Erin Murphy, Internship & Career Coordinator, by the date indicated by your student intern.**

**Email: [Erin.Mae.Murphy@asu.edu](mailto:Erin.Mae.Murphy@asu.edu) | Phone: (480) 727-1843**