

PUP 584: Internship Course Overview
School of Geographical Sciences and Urban Planning
Arizona State University

Students are required to apply for approval to enroll into this course. Please email matthew.b.gomez@asu.edu for more information.

Course Description

Structured practical experience following a contract or plan, supervised by faculty and practitioners. All academic internships must be approved in advance, and students must be concurrently enrolled in academic internship units.

Credits: 1-6

Up to 6 credits of PUP 584 may count as electives towards the required hours for graduation.

Course Objective

Internships are experiential learning activities designed to provide students with opportunities to make connections between the theory and practice of academic study and the practical application of that study in a professional work environment. Internships offer the opportunity to explore a career while gaining relevant experience and professional connections. Also, internships provide an opportunity for students to contribute to endeavors which have a real effect in the surrounding community. This course supports students to think critically about their internship experience and provide structured assignments to reflect on their experience.

Learning Outcomes

- Students will be able to apply concepts and skills from their coursework to the operations of a real-world professional setting throughout their internship.
- Students will build skills in observing and reflecting on a professional work setting.

Tracking Internship Work Hours

Students are required to maintain a weekly log throughout the duration of the course. In the work log, students are expected to include the details of the work they accomplished, and the total number of hours worked for each week. Students begin tracking their working hours on the first day of the academic term through the final day of the same academic term. The total working hours completed during the academic term must be equivalent to the amount of academic the student enrolled for. Please see the table below for details on the work hours.

| Credits | Total Hours Worked | Approximate Hours/Week | |
|---------|--------------------|---------------------------|-----------------------|
| | | Fall or Spring (15-weeks) | Summer A+B (12 weeks) |
| 1 | 45 | 3 | 3.25 |
| 2 | 90 | 6 | 7.5 |
| 3 | 135 | 9 | 11.25 |
| 4 | 180 | 12 | 15 |
| 5 | 225 | 15 | 18.75 |
| 6 | 270 | 18 | 22.5 |

Internship Supervisor Responsibility

At the end of the term, students will provide their completed work log to their internship supervisor for review. After it has been reviewed, it will be the internship supervisor's responsibility to directly email the 584-course instructor the student's work log with their confirmation that the hours and work accomplished are correct, along with, the internship supervisor's evaluation of the student's performance throughout the internship.