

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:
 - 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 **Barbara Trapido-Lurie**, btl@asu.edu.

Responsibilities of the Intern and the Professional Supervisor

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 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 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>. After the form is submitted, the Internship Coordinator will email the relevant details (schedule and work plan) to the intern's supervisor and the student, so the supervisor can review and approve it.
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 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 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: 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.

If your internship has a job description that gives information about these topics, you may upload the job description as a PDF file, in place of whichever question it addresses.

What will your internship responsibilities be? (Respond in a paragraph or list.)
What professional knowledge and skills do you expect to gain through the internship? (Respond in a paragraph or list)

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.**

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

Complete one row for each week of the internship

Week (dates)	Hours worked	Brief summary of work completed

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

STUDENT SIGNATURE

SUPERVISOR SIGNATURE

INTERNSHIP PROGRAM: Supervisor Evaluation (page 1 of 2)

To be filled out by supervisor and returned to Internship Coordinator

Intern Name _____ Supervisor _____

Internship Site _____

Please rate the following:	<i>(mark appropriate number)</i>				
	Favorable				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.

INTERNSHIP PROGRAM: Supervisor Evaluation (page 2 of 2)

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/her 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