



## UNO Department of Planning and Urban Studies

### Student Internships

Department of Planning and Urban Studies  
UNO Transportation Institute

*Point of Contact:*

David Lambour

Director of Academic Services

[dmlambou@uno.edu](mailto:dmlambou@uno.edu)

(504) 280-5473

#### 1. Introduction and Background

The Department of Planning and Urban Studies and the UNO Transportation Institute are accepting proposals in order to find organizations interested in providing paid or unpaid (for credit) internships to planning, transportation, or urban studies students at either the graduate or undergraduate level. Graduate and Undergraduate students will be expected to work 10 hours per week during the fall or spring semesters, or 20 hours per week in the summer semester in accordance with the University of New Orleans academic calendar.

#### 2. Submission Guidelines and Requirement

Please submit your proposal to David Lambour (listed above). Your submission should include:

- Contact information
- The type of internship (graduate/undergraduate/paid/unpaid)
- The requested number of interns
- A description of activities the intern would be involved with in your organization with how they relate to either the planning or transportation field
- The pay rate if this is a paid internship through your organization

#### 3. Closing Date and Proposal review

Proposals must be received by the closing date of July 1 for Fall Semester, October 1 for Spring Semester and April 1 for Summer Semester. After the closing date, members of the Department and/or the Institute will review proposals. The Department or Institute will then work with the organization to provide a suitable intern if one is available. Submission of this application does not guarantee an intern will be provided.