

**MURP/TRNS 6800 Internship: Work Plan and Agreement**

STUDENT INFORMATION

Name			Campus ID	
Degree Program		Email	Telephone #	

SEMESTER & YEAR: \_\_\_\_\_

FACULTY ADVISOR: \_\_\_\_\_

AGREEMENT (between Organization, Student and School)

This is to indicate our agreement to participate in the Graduate Internship in the College of Liberal Arts, Master of Urban and Regional Planning Program or Master of Science in Transportation Program at the University of New Orleans. We would like the intern to begin his/her "official internship period" on \_\_\_\_\_, 202\_\_ and complete his/her internship experience by \_\_\_\_\_, 202\_\_.

The intern will work \_\_\_\_\_ hours/week for a total of 160 hours.

**WORK PLAN:**

The work plan 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 projects and 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**" and to submit an **evaluation of the intern's work**

Organization Name			
Address			
	CITY	STATE	ZIP
Supervisor Name			
Supervisor Position			
Telephone #		Email Address	
Fax #		Website	

**Please Return To:**

MURP or MST Faculty Advisor (as appropriate)  
 Department of Planning and Urban Studies  
 University of New Orleans  
 2000 Lakeshore Dr.  
 New Orleans, LA 70148




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

**Please Return To:**

MURP or MST Faculty Advisor (as appropriate)  
 Department of Planning and Urban Studies  
 University of New Orleans  
 2000 Lakeshore Dr.  
 New Orleans, LA 70148

\_\_\_\_\_  
 STUDENT SIGNATURE

\_\_\_\_\_  
 SUPERVISOR'S SIGNATURE

**MURP/TRNS 6800 Internship: Supervisor Evaluation**

To be filled out by supervisor and returned to MURP faculty advisor

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

Organization: \_\_\_\_\_

*(Mark Appropriate Number)*

<b>Please rate the following</b>	<b>Favorable</b>			<b>Not Favorable</b>	
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 Urban and Regional Planning/Transportation 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.)
  
8. Please add any other comments, as pertinent, regarding either the intern's performance or potential, or the internship program.