**Planning Internship: Placement Proposal Application**

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

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

**Internship Schedule and Deliverables:** Internship start date (1st day of classes), either 1 week (summer) or (fall/spring) 14-day report includes the updated Internship form with specific deliverables, Mid-term report & meeting, last date of internship (\*last week of classes\*), date of placement supervisor evaluation due (1st day of finals week), signed time sheet & submission of final reflection, placement evaluation and \*\*supervisor approved\*\* report (2nd day of finals week); faculty grade to Coordinator (3rd day of finals week)

**Course Enrollment:** Upon approval of the placement supervisor, students must complete the course enrollment form with the Program Coordinator prior to the end of the registration period for the next term.

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| **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. Describe the type of projects and tasks to be undertaken as part of the internship, as well as, knowledge and skills to be gained through the internship. *The general project overview is as follows:**[INSERT HERE]***PROJECT OVERVIEW:** *Describe the purpose and scope of the work that will be completed. Describe any meetings, reports, presentations and/or analysis and how the Intern will contribute. Describe the specific deliverables that will be required for successful completion of the internship. (The pre-semester description must be reviewed/approved by the Faculty Supervisor and/or Program Coordinator; After the 7 day (summer) or 14 day (fall/spring) period during the semester, the description can be updated to reflect the project work; a new form must be submitted and approved by the Faculty Supervisor and/or Program Coordinator)**[INSERT HERE]***ORGANIZATION AGREEMENTS:**This is to indicate our agreement to participate in the Planning Internship within the *College of Liberal Arts, Education and Human Development* *(COLEAD)* for the Department of Planning & Urban Studies at the University of New Orleans. We would like the intern to begin his/her "official internship period" on (FIRST DATE OF CLASSES) and complete his/her internship experience by (LAST DAY OF CLASSES). The intern will work either a total of 8 weeks for 20 hours per week in the summer or 10 hours/week for a total of 160 hours in the fall or spring semesters.1. We agree to meet with the BSUSP Program Coordinator in (SEMESTER, YEAR) for a site visit and program orientation (new Placement organizations, only);
2. We agree to fulfill the "**Professional Supervisor’s Responsibilities**" as outline in the course syllabus;
3. We agree to review, approve and submit an **evaluation of the intern's work**according to the schedule listed above.
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**Please Return To:**

Depending upon the student program the *UNO PLUS Internship Program Coordinators* (below) will work with you, and the student, to complete the necessary enrollment forms which are located on:

http://www.uno.edu/cola/planning-and-urban-studies/forms.aspx

Master of Science in Transportation (MST): Ms. Carol Short (cshort2@uno.edu)

 http://www.uno.edu/cola/planning-and-urban-studies/transportation-master.aspx

Master of Science in Urban Studies (MSUS), PhD in Urban Studies: Dr. David Gladstone (dgladsto@uno.edu)

 http://www.uno.edu/cola/planning-and-urban-studies/urban-studies-ms.aspx

 http://www.uno.edu/cola/planning-and-urban-studies/urban-studies-phd.aspx

Master of Urban and Regional Planning (MURP): Dr. Marla Nelson (mnelson@uno.edu)

 http://www.uno.edu/cola/planning-and-urban-studies/master-urban-regional-planning.aspx

Bachelor of Science in Urban Studies and Planning (BSUSP): Dr. Michelle Thompson (mmthomp1@uno.edu)

 http://www.uno.edu/cola/planning-and-urban-studies/undergraduate.aspx

**For general program inquiries, please contact:**

Mr. David Lambour, Director of Academic Services (dmlambou@uno.edu)

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University of New Orleans

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New Orleans, LA  70148

W: 504-280-6519

http://www.uno.edu/cola/planning-and-urban-studies/