

*Undergraduate Program in Urban Studies and Planning,  
Department of Planning and Urban Studies  
University of New Orleans*

**URBN 3998 Undergraduate Planning Internship**

**Course Description and Content**

This course is designed to provide students in the Bachelor of Urban Studies and Planning (BSUSP) program practical experience working in a professional planning environment. Through the internship students will practice and expand upon the skills they have developed in the program while gaining exposure to the wider planning environment, politics that surround planning decisions and the needs of the client organization. Students will work under the supervision of an internship supervisor at the host organization and the BSUSP faculty advisor.

**Learning Goals and Objectives**

There are three learning goals of the planning internship:

*High quality work performance.* As an intern, students will work for a company or other organization to gain knowledge and experience in the planning field. They should be aware that they represent the university to the larger community and the impression they create will have long lasting effects for themselves, the organization, and on the BSUSP program. Consequently, the main objective of the internship is conscientious performance of the projects and tasks defined by the student and their internship supervisor and approved by the BSUSP faculty advisor.

*Enriched academic learning.* The internship supplements classroom preparation with practical field experience. This learning requires students to become not only a responsible staff persons at their host organization but also to reflect continually on what they are observing and ask themselves how this internship relates to their broader academic and professional interests.

*Professional development.* The internship allows students to develop knowledge, skills, and personal contacts that will contribute to their career development. It offers students the opportunity to see how they like working in a particular field or organization and to obtain critical work experience.

**Course Requirements**

**Internship Fieldwork:** Students are required to complete 150 hours of unpaid work through the course of the semester on a work plan developed by the internship supervisor and the student and approved by the BSUSP faculty advisor (see the Work Plan & Agreement form). Students are required to keep track of the hours worked in a work log (see the Work Log form). Upon completion of the

internship, supervisors are required to submit an evaluation of the internship program and the work of the intern to the BSUSP faculty advisor (see the Supervisor Evaluation form).

**Professional memo:** Students are required to submit a 3-4 pp. single spaced memo (not including attachments) addressed to the BSUSP faculty advisor that details the work they completed during the internship and the skills, knowledge and insight they obtained. In the memo students should also discuss challenges they faced and the specific strategies they developed to deal with the challenges. Finally, students should reflect on how their internship experience relates to their broader academic and professional interests.

**Meetings with the BSUSP Faculty Advisor:** Students are required to meet at least four times over the course the internship with the BSUSP faculty advisor to discuss the internship progress.

Meetings are to occur:

- Twice in the beginning of the semester to discuss the work plan
- Once midway through the semester to discuss how the internship is proceeding and if needed, make necessary modifications to the work plan
- Once at the end of the semester to discuss the professional memo and overall internship experience

### **Grading**

The internship will be graded pass/fail based on the following:

- Successful completion of internship hours
- Successful completion of a professional memo
- Receipt of a positive evaluation by the internship supervisor
- Successful completion of meetings with the BSUSP Faculty Advisor