

**Wayne State University, Department of Urban Studies and Planning**

**UP 7800: Internship in Planning (Revised, effective Fall 2015)**

**Instructor: DUSP Chair**

Last revised: July 25, 2017

**Course Description**

The Internship in Planning aims to give students, especially those without previous exposure to community planning, hands-on experience in a professional planning context, broadly defined. It allows them, with structure and supervision, to apply concepts and skills learned in class to real-world problems; develop their professional frameworks, identity, and judgment; gain experiential knowledge about particular contexts in which planning is conducted and about planning as a professional activity; and participate in professional networks.

Internship sites may be community-based nonprofits; planning or other public agencies at the city, county, regional, or state (or other) levels; or private firms involved in design, planning, real estate development or other related activity. They may relate to any planning sector or activity such as land use, housing, community and economic development, food systems, open space, etc. Students are encouraged to discuss with the instructor, requirements for the internship and characteristics of eligible sites prior to entering into related agreements with third parties. Internships may be paid or unpaid. Although internship with a current employer is discouraged, such internships are permissible in specific situations. Please discuss these with the instructor.

**Credits: 1-3.**

An effort equivalent to approximately 9 hours per week over 15 weeks (135 hours total) is expected for a 3-credit internship. Effort may be pro-rated accordingly for internships seeking 1 or 2 credits.

**Learning Outcomes:**

At the end of the internship, the student will

- Have developed an appreciation of the real-world relevance of concepts and skills learned in the classroom, and of the relationship between and academic and experiential forms of learning.
- Have successfully applied classroom training in a real-world planning context (community and/or organizational).
- Be able to describe personal and professional growth during the semester, and elements of a professional identity based on the experience.
- Have gained familiarity with organizational life and culture of the placement site and associated social and professional networks.

## **Recommended Reading:**

The Intern Files: How to Get, Keep, and Make the Most of Your Internship

## **Course Requirements Prior to, During, and After the Internship**

### Prior to the internship

- Develop internship plan and get approval from instructor to register for course. Plan has to outline nature of tasks and deliverable/s and identify internship supervisor.
- Develop three-way agreement (email is okay) between instructor, supervisor, and student.

### During the internship

- Complete a total of 135 hours (for a 3 credit course).
- Send any changes in plan to instructor, cc supervisor.
- Keep notes related to the final report.

### After the internship

- Student writes and submits to instructor a final report (2-3 pages, single spaced) referencing learning outcomes, and addressing following categories:
  - Specifics of project implemented and deliverable produced.
  - Planning (academic) knowledge and skills that were applied in the internship.
  - New knowledge and skills gained.
  - Dimensions of personal and professional growth; any challenges that were overcome.
  - Nature of professional networks developed, thoughts about future employment.
- Supervisor emails to instructor a brief (2 to 3 paragraphs) report on the nature and quality of work completed by the student for the internship. The email should address:
  - A certification about the number of hours interned per week and the number of weeks interned.
  - Real-world planning concepts and skills that the intern acquired.
  - Identifiable real-world examples that applied classroom skills that planners typically learn.
  - How the intern was able to grow professionally during the exercise.
  - Whether the intern was able to gain familiarity with organizational life and culture of the placement site and establish social and professional networks.

## **Evaluation**

Grading will be for S and U only. An S grade can be assigned if the student satisfactorily completes the internship and submits a written report.