**URBN 3998 Planning Internship: Work Plan and Agreement**

STUDENT INFORMATION

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | Campus ID: | | Telephone #: |
| Degree Program: | | Email: | |

**SEMESTER & YEAR:** XXXXXXXXX

**FACULTY ADVISOR:** (name and email)

**Internship Schedule and Deliverables:**

Internship start date (1st day of classes - XXXXXXX), 14-day report includes the updated Internship form with specific deliverables (XXXXXX), Mid-term report & meeting (XXXXXX), 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)

AGREEMENT (between Organization, Student and School)

|  |  |  |  |
| --- | --- | --- | --- |
| This is to indicate our agreement to participate in the Planning Internship in the College of Liberal Arts, Bachelor of Science in Urban Studies & Planning (BSUSP) at the University of New Orleans. We would like the intern to begin his/her "official internship period" on (first week of classes) and complete his/her internship experience by (last week of classes).The intern will work 10 hours/week for a total of 160 hours.  **WORK PLAN / PROJECT OVERVIEW:**  The work plan should demonstrate that the internship will provide opportunity to gain substantive skills and knowledge relevant to the internship’s professional realm. 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 will be summarized in the 2 week updated work plan. The general project overview is as follows:  *(The pre-semester description must be reviewed/approved by the Faculty Supervisor and/or Program Coordinator; After the 14 day 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)*   1. We agree to meet with the BSUSP Program Coordinator for a site visit and program orientation; 2. We agree to fulfill the "**Professional Supervisor’s Responsibilities**"; 3. We agree to review, approve and submit an **evaluation of the intern's work**according to the schedule listed above. | | | |
| Organization Name |  | | |
| Address |  | | |
|  |  | | |
|  | CITY: STATE: ZIP: | | |
| Supervisor Name |  | | |
| Supervisor Position |  | | |
| Telephone # |  | Email Address |  |
| Fax # |  | Website |  |

**Please Return To:**

BSUSP Internship Coordinator

Department of Planning and Urban Studies  
University of New Orleans

2000 Lakeshore Dr.

New Orleans, LA  70148

**URBN 3998 Planning Internship: Work Log**

Work log is to be kept by student intern and returned to the BSUSP faculty advisor after approval by intern’s supervisor. Students may create their own work log form as long as it includes all of the information below.

|  |  |
| --- | --- |
| Student Name: | |
| Organization: Foundation | Internship Supervisor: |
| Faculty Advisor: | Semester/year registered:­­­­ |

**Complete one row for each week of internship**

|  |  |  |
| --- | --- | --- |
| Week (dates) | Hours worked | Brief summary of work |
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Total Hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please Return To:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BSUSP Internship Coordinator STUDENT SIGNATURE

Department of Planning and Urban Studies  
University of New Orleans **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

2000 Lakeshore Dr. SUPERVISOR’S SIGNATURE

New Orleans, LA  70148

**URBN 3998 Planning Internship: Supervisor Evaluation**

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

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

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

*(Mark Appropriate Number)*

**Please rate the following Favorable Not Favorable**

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 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.