**MURP 6800 Planning Internship: Work Plan and Agreement**

STUDENT INFORMATION

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

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

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

AGREEMENT (between Organization, Student and School)

|  |  |  |  |
| --- | --- | --- | --- |
| This is to indicate our agreement to participate in the Planning Internship in the College of Liberal Arts, Masters of Urban and Regional Planning Program at the University of New Orleans. We would like the intern to begin his/her "official internship period" on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_ and complete his/her internship experience by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_.  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 Faculty Advisor

Department of Planning and Urban Studies  
University of New Orleans

2000 Lakeshore Dr.

New Orleans, LA  70148

**MURP 6800 Planning Internship: Work Log**

Work log is to be kept by student intern and returned to the MURP 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: | 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:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MURP Faculty Advisor STUDENT SIGNATURE

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

2000 Lakeshore Dr. SUPERVISOR’S SIGNATURE

New Orleans, LA  70148

**MURP 6800 Planning Internship: Supervisor Evaluation**

To be filled out by supervisor and returned to MURP 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.