

UP 390: PLANNING INTERNSHIP

The objective of the planning internship is to introduce students to professional employment and planning practice, by means of practical experience under competent professional guidance. The internship must be preceded and succeeded by at least one semester of course work in planning while in residence at the University of Illinois at Urbana-Champaign.

The Internship

1. A BAUSP internship must consist of at least 160 hours of appropriate planning-related work, a minimum of 50%-time employment for 8 weeks.
2. The work must be planning, or clearly related to planning; that is, it must involve action directed toward the physical, economic, environmental, or social betterment of a community. The agency must be involved in such action and the internship must be performed under the supervision of a professional in the field.
3. Internship credit will not be given for work that is primarily clerical in nature (typing, coloring maps, answering the telephone, data entry), for manual labor (e.g., landscaping), or for most university research. Typically, an internship consists of support tasks similar to those of an entry-level professional position. These might include but are not limited to: field data collection, map preparation, data analysis, preparation of case memos, participation in public meetings, and preparation of reports to support planning activities.
4. Internship credit will normally not be given for work in real estate, law, banking, engineering, architecture, or landscape architecture offices unless the work of the office has a clear planning component that distinguishes it from the norm. Internship credit will normally be given for work for relevant public agencies, consultants in planning or economic development, community nonprofits, and private developers.
5. UP 390 internship credit is given only to students enrolled in the BAUSP program. Prior approval of internships by the BAUSP Program Director is required and completion of the three forms and weekly log must precede the award of credit.

Most internships are during the summer break. Internships may be on a paid or volunteer basis, depending on the student's arrangements with the agency.

Requirements

Students must submit hard copies of four forms in order to complete the internship:

1. Agency Offer of Internship. <https://web.faa.illinois.edu/app/uploads/sites/2/2020/11/agency-offer-internship.pdf>. This form is completed by the professional who will act as the internship supervisor. The purpose of the form is to assure the necessary commitment of time by the supervisor, and to confirm that the tasks will be appropriate for an internship. Once the student has accepted an offer, they should submit it to the BAUSP Program Director for approval. This will allow the student to enroll in UP 390.

2. Weekly Log. For each week, students should summarize their activities in a bulleted list or brief paragraph during the entire internship. No specific format is required.

Example:

Weekly Log for Internship (UP 390)

Week 1 (Jan 17 to Jan 20): 8.5 Hours

- Attended an event where the Deputy Mayor of Economic Development of Chicago visited agency's (North River Commission) holiday pop-up stores.
- Met with my supervisor to discuss project-based procedures and introduce me to staff.
- Begin entering and editing the vacancy list for 2022 to contain full address, city, state, and zip codes.
- Manually found the zip codes for all existing vacancy listings.
- Met with my supervisor for a check-in to discuss any questions and update her on my progress.

3. Student Internship Evaluation.

<https://web.faa.illinois.edu/app/uploads/sites/2/2020/11/student-internship-evaluation.pdf>.

This form must be completed at the end of the internship in order to receive a grade of satisfactory for UP 390.

4. Agency Internship Evaluation.

<https://web.faa.illinois.edu/app/uploads/sites/2/2020/11/agency-internship-evaluation.pdf>.

The internship supervisor must return this form to the BAUSP Program Director at the end of the internship. The student is responsible to ensure that the supervisor has the form and submits it in a timely manner. The form provides the supervisor with the chance to evaluate student skills and to reflect upon their contribution to the agency. Students will not receive a grade for UP 390 until the form is submitted.

Submit documents 2 and 3 in one package, and arrange for 4 to be submitted directly to the BAUSP Program Director upon completion of your internship in order to receive credit for UP 390. If you choose to enroll in UP 390 after completing the internship, the BAUSP Director will advise you regarding the appropriate number of credits.