

UP 390: PLANNING INTERNSHIP

Process and Requirements:

The objective of the planning internship is to introduce urban planning students to professional employment and actual planning practice. Students work in an organization of their own choice, subject to departmental approval, either during the summer session or part-time during a regular term. Typical places of employment include municipal and county governments, private planning consulting firms, non-profit agencies, regional planning councils, park districts, and state agencies such as the Department of Transportation.

Students earn credit (and a grade of S/U) for their internship by registering and completing requirements for *UP390, Planning Internship*.

The internship must be preceded 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 135 hours of appropriate planning-related work. Students earn 3 hours of credit that counts toward their urban planning electives.
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. Internships may be on a paid or volunteer basis, depending on the student's arrangements with the agency.
3. Internship credit will not be given for work that is primarily clerical in nature (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 memos and reports to support planning activities.
4. Internship credit will typically not be given for work in law, banking, engineering, architecture, or landscape architecture offices unless the work of the office has a clear planning component that distinguishes it from those disciplines. Internship credit will typically be given for work for relevant public agencies, consultants in planning or economic development, community nonprofits, and private developers.
5. Most internships are during the summer break. For summer internships, students may register for UP390 during either Summer or Fall session. Course instructor approval is required for registration in UP390.
6. UP 390 is available only to students enrolled in the BAUSP Program. Three documents are required to earn credit for UP390. These include: an agency offer (form or letter), supervisor evaluation, and student evaluation.

Requirements

Students must submit the following to complete the internship:

1. [Agency Offer of Internship](#).

This form is completed by the student and 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. A letter of offer from your supervisor with this information will also meet the requirement.

Once the student has accepted an offer, they should email this form (or their offer letter) directly to the UP390 course instructor (Professor Edwards, mmedward@illinois.edu) for approval. This will allow the student to enroll in the internship course, UP 390.

2. [Student Internship Evaluation](#).

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

3. [Agency Internship Evaluation](#).

The internship supervisor must return this form 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.

4. During the semester of or after completion of the internship, students are required to attend several sessions of UP390. These sessions will be scheduled by the Instructor of UP390 at the beginning of each semester. These sessions are opportunities to share your work and experiences with your classmates.