School of Community and Regional Planning
Masters of Community and Regional Planning (MCRP)
Internship Checklist

Guidelines for Completion: This checklist is to help guide the student through all of the steps and forms required for completion of the PLAN 527 internship. This checklist need not be submitted; it is purely for student planning purposes.

In order to complete my internship course PLAN 527, I have:

- Read and understood the Internship Outline.
- Completed the Internship Agreement Form prior to commencing my internship, gathered all necessary signatures, and submitted this to the Graduate Administrator.
- Completed the Internship Waiver of Liability Form prior to commencing my internship and submitted this to the Graduate Administrator.
- Set Learning Objectives within the first 20 hours of my internship, gathered all necessary signatures, and submitted the Learning Objectives Form to the Graduate Administrator.
- Designed a project within the parameters of my internship and learning objectives.
- Set a date for my Midpoint Check-In and have communicated this with the Student Development Coordinator. I have completed the first section of the Midpoint Check-In Form and have submitted this to the Student Development Coordinator.
- Completed a minimum of 80 hours in my internship experience.
- Provided the Internship Supervisor Evaluation Form to my internship supervisor by the end of my internship, and I have ensured that they have emailed this form directly to the Graduate Administrator.
- Completed and submitted the Student Evaluation Form to the Graduate Administrator by the end of my internship.
- Submitted the Internship Report or Project (which could include video or oral presentation, along with a minimum two-page written summary) to the Graduate Administrator.
- In the circumstance where no final report is produced due the nature of the internship, then I have provided a two-page report on the internship activities to the Graduate Administrator.