Internship Outline for School of Community and Regional Planning (SCARP), Masters of Community Planning (MCRP) Students

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Internship Description:

Every student in the Masters of Community and Regional Planning (MCRP) program is required to complete one internship prior to graduation. The MCRP internship will be recorded on the student’s transcript under course number PLAN 527. An Internship provides the mechanism for students to earn academic credit for relevant work experience outside the University. An Internship is essentially a three-way partnership among the student, the internship provider and the School. The primary goal of the
Internship is to assist students to develop professional and technically relevant planning skills and capabilities through guided "hands on" experience in a workplace environment while gaining academic credit.

An approved internship will consist of a minimum of 80 hours in a workplace setting and can be performed on a part-time or full-time basis. Students are encouraged, if possible, to obtain a longer duration of experience with the internship provider.

There is complete flexibility in the timing of the student’s internships; however, due to typical course scheduling, the period between May and August is suggested. If students prefer to accumulate hours over multiple terms, they can do so. It is essential prior to the commencement of any internship experience, all documentation must be submitted to the Graduate Program Coordinator and approved by the student’s Faculty Advisor.

Internships can be paid or unpaid supervised experiences with an internship provider.

It is important to note every student must complete an internship and attain a passing grade for graduation requirements.

Approval of Internships

Upon the student securing an internship, the following forms are required:

1. Internship Agreement Form
2. Internship Waiver of Liability

Upon receipt of the signed forms and approval by the student’s Faculty Advisor, the Graduate Program Coordinator will then register the student in course PLAN 527.

The Internship Agreement represents an informal understanding on the part of the participants to take part in a teaching and/or learning exercise of mutual benefit to all parties. The School of Community and Regional Planning can assume neither responsibility nor liability for any work (complete or incomplete) undertaken by the student in the course of his or her Internship studies.

During the Internship

Learning Objectives

At the beginning of the internship period, students are required to reflect on their learning objectives for the internship and to review them with the internship supervisor. Each Learning Objective should be “SMART” – specific, measurable, attainable, realistic, and timely.
Students must review the Learning Objectives with the internship supervisor within the first 20 hours of your internship. After discussing the Learning Objectives with the internship supervisor and received his/her feedback, students must submit the completed form to the Graduate Program Coordinator.

Tips for Creating Internship Learning Objectives

Each learning objective should answer the following four questions:

- What is to be accomplished?
- How will it be accomplished?
- How will it be evaluated/measured and by whom?
- When will it be completed?

Example: ‘By June 20th 2016, I will co-author, along with a full-time employee, two policy reports on land use issues in the City of Victoria. The policy reports will adhere to head office and provincial guidelines. My supervisor will review the reports for accuracy prior to circulation.’

Students should think about the planning skills that they want to develop in the short, medium and long term.

Students should ask themselves the following questions:

- What are my professional planning interests?
- What are my values and needs? How will my chosen career(s) complement them?
- What do I do well (i.e. manage projects, analyze problems, write, work in a team)?
- What do I not do well (i.e. handle criticism, manage time, work independently)?
- What feedback have I received regarding my skills or performance?
- What would my ideal job look like (consider hours, people, location, your psychological profile - introverted/ extroverted)?
- What does the job market look like in terms of growth or opportunity in my chosen planning field?
Midpoint Internship Check-In

Midway through the internship period, the Student Development Coordinator will conduct a Midpoint Internship Check-In with both the student and the internship supervisor. This check-in will then be submitted with the rest of your internship files to the Graduate Program Coordinator.

Internship Report/Project and Internship Evaluations

Internship activities undertaken by the student intern may consist of work on a single project or report, or may be in support of a variety of agency undertakings, with specific outputs to be determined by the agency in consultation with the student intern and faculty advisor; responsibilities of the student intern in undertaking this work should be commensurate with those of the agency’s professional staff. A written document or report that is an output of the internship and written by the student intern should be submitted to the Graduate Program Coordinator at the end of the internship, along with the Internship Student and Supervisor Evaluation Forms. In the circumstance where no final report is produced due to the nature of the internship, the student intern must provide a two-page report on the internship activities in lieu of a written report.

It is the student’s responsibility to ensure, while they are still at the internship provider, that their supervisor completes an Internship Supervisor Evaluation form. The pass/fail grade that is assigned to an internship (PLAN 527) is based 50% on the Supervisor Evaluation at the end of the internship and 50% on the Internship Report or Project. The intern (student) must also complete an Internship Student Evaluation at the end of the internship period.

Submission
The Internship Supervisor Evaluation, the Internship Student Evaluation and Internship Report/Project must be submitted to the Graduate Program Coordinator by the end of the internship period.

Confidential Projects: If the internship supervisor deems the report or project to be confidential, the student must contact his/her Faculty Advisor immediately to discuss submission requirements.

The Faculty Advisor grades the internship project on a scale ranging from “Excellent” to “Unsatisfactory.”
If the student fails to obtain a “Satisfactory” evaluation for both the Internship Report/Project and the Employer Evaluation, a fail (F) will be entered in PLAN 527. If the Internship Report/Project is marked “Unsatisfactory”, the student will be given 30 days to make revisions and re-submit to the Graduate Program Coordinator for re-evaluation by the Faculty Advisor.

Internship Documents

- Internship Agreement Form
- Internship Waiver of Liability
- Learning Objectives Form
- Internship Supervisor Evaluation Form
- Internship Student Evaluation Form

Roles and Responsibilities of Each Internship Partner

Faculty Advisor:

- Prior signing the Internship Agreement, the Faculty Advisor will review the internship parameters.
- Helps the student to develop Learning Objectives that integrates his or her goals with those of the internship provider, if needed;
- Provides final sign-off on the Learning Objectives;
- Reviews and assigns a pass or fail grade based on 50% of the internship supervisor evaluation and 50% on the internship report/project;
- The Faculty Advisor submits the final grade to the Graduate Program Coordinator.

Student:

- Secures a mandatory 80 hours internship opportunity
- Completes the Internship Agreement Form
- Within the first 20 hours of the internship. The student prepares and submits learning objectives to the Graduate Program Coordinator
- Honors professional commitment to the internship provider by fulfilling the terms of the internship hours
- Respect the policies, procedures, confidentiality and proprietarily information of the internship provider
- Assume information is confidential unless informed otherwise
Immediately contacts the Faculty Advisor with any concerns or problems in regards to the internship environment. The Faculty Advisor will work with the student and the internship provider on the area of concern.

Submit the Internship Report/Project by the end of the internship.

Complete the student evaluation form by the end of the internship and submit to the Graduate Program Coordinator.

Internship Supervisor:

Provides the intern with realistic, challenging and relevant work that facilitates learning;

helps the intern learn about the internship provider "culture" and adjust to the workplace;

informs the student about the internship provider's regulations regarding confidentiality and public access to information;

provides compensation (if negotiated prior to internship period. Please note internships can be paid or unpaid).

provides reimbursement for any pre-approved costs (e.g., travel, printing, materials, postage) incurred by the intern while conducting the internship;

provides the intern with ongoing feedback about his/her progress; and

completes the Internship Midpoint Evaluation over the phone with the Student Development Coordinator.

completes the Internship Supervisor Evaluation of the Internship experience by the end of the internship and submits this to the Graduate Program Coordinator.

Internship Policies

Ownership of Research

If the intern conducts research for the internship provider, publication and other use of research is subject to the internship provider’s confidentiality policies.

Termination of Agreement

All parties have the right to terminate the Internship Agreement for just cause, subject to discussion between the student, Faculty Advisor, and internship provider.

Registration Considerations

Access and Diversity
Students are to inform the Faculty Advisor as soon as possible if they require access and diversity accommodation of any kind. Please visit http://www.students.ubc.ca/access/ for more information on campus resources.

Academic Integrity

The University is an environment that fosters learning and the free exchange of ideas while maintaining responsibility and integrity. Violations of academic integrity include but are not limited to plagiarism, cheating, dishonesty, fabrication of information, submitting previously completed work and misusing or destroying school property. Any material or ideas obtained from digital or hard copy sources must be appropriately and fully referenced. Students are expected to uphold all the standards articulated in UBC's academic integrity site. If the instructor finds evidence of a violation of academic integrity the case will be investigated by the Faculty of Graduate Studies and, where appropriate, action will be taken. Disciplinary action may lead to a failing grade or suspension from the University.

Additional Resources

UBC has numerous research, pedagogical and health resources available to students throughout their degree program. These include The Centre for Teaching, Learning and Technology (CTLT), the Irving K. Barber Learning Centre, the Writing Centre, Student Health Services and Student Counselling Services. Students are encouraged to become familiar with the broad spectrum of resources that UBC has available to them.