School of Community and Regional Planning (SCARP)
University of British Columbia
COURSE OUTLINE

<table>
<thead>
<tr>
<th>Course Number</th>
<th>PLAN 519A-B</th>
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</thead>
<tbody>
<tr>
<td>Course Credit(s)</td>
<td>3.0</td>
</tr>
<tr>
<td>Course Title</td>
<td>Internships (MAP/MScP)</td>
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<tr>
<td>Term</td>
<td>Ongoing Course</td>
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**Short Course Description**
Guided hands-on experience of day-to-day planning in a workplace environment. 1st Internship-519A; 2nd Internship-519B.

**Course Format**
An Internship Program 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 agency and the School. The Internship may relate to the student’s thesis research and have the same Faculty Supervisor but it should be a separate "stand alone" project. The primary goal of the Internship Program is to assist students to develop professional skills and capabilities through guided "hands on" experience in a workplace environment while gaining academic credit. Typically an Internship involves the equivalent of one day per week during one term; other agreed upon arrangements are possible. Students have worked with local government planning offices and development firms.

**Course Overview, Content and Objectives**
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1. If appropriate, students are encouraged to do one internship during their time at SCARP. A student should have completed one term (4 months) in the master's program before starting an internship.
2. In exceptional circumstances at the discretion of the Master's Program Chair, students can do a maximum of two internships during their time at SCARP. Memos by the student outlining why the second internship is important to their education must be submitted to the SCARP Office for approval. The second internship must be taken at a different agency than the first.
3. Each internship course is worth a maximum of three-credits. Two internships courses are worth a maximum of 6 credits.

4. Students doing MITACS internships receive 3 credits (one internship course). This is included in the maximum number of credits allowed for internships.

**Learning Objectives**
To help students to develop professional capabilities and planning expertise through orientation within a planning agency; to strengthen the connection between the academic and professional communities; and to enable professionals to keep informed about contemporary planning literature.

**Supplemental Material**
UBC has numerous research, pedagogical and health resources available to students. 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. Please make use of these resources or contact the instructor if you have any questions. Students new to UBC are especially encouraged to become familiar with the broad spectrum of resources that UBC provides.

**Evaluation Criteria and Grading**
- Is the course graded on a numeric (percentage) or pass/fail basis?
- What percentage constitutes a pass?
- What assignments, mid-terms, or exams will be required of students? Provide a one-to-two sentence description of each component.
- What will each component of the course evaluation be worth (mark breakdown)?
- Are the exams oral or written?
- If participation counts for over 5%, provide an explanation of how grade was arrived at.
- Provide a grading rubric.
- Link the learning outcomes to the assessments to show demonstrable skills.

**Special Needs**
Please inform the course instructor as soon as possible if you have special needs and require accommodation of any kind. Please visit http://www.students.ubc.ca/access/ for more information on campus resources.

**Academic Integrity**
1 Assistance with the creation of a course syllabus is available through the Centre for Teaching, Learning and Technology, www.ctlt.ubc.ca Resources related to the development of assessable learning outcomes can be accessed through http://ctlt.ubc.ca/resources/webliography/course-designdevelopment/ The academic enterprise is founded on honesty, civility, and integrity. As members of this enterprise, all students are expected to know, understand, and follow the codes of conduct regarding academic integrity. At the most basic level, this means submitting only original work done by you and acknowledging all sources of information or ideas and attributing them to others as required. This also means you should not cheat, copy, or mislead others about what is your work. Violations of academic integrity (i.e., misconduct) lead to the breakdown of the academic enterprise, and therefore serious consequences arise and harsh sanctions are imposed. For example, incidences of plagiarism or cheating may result in a mark of zero on the assignment or exam and more serious consequences may apply if
the matter is referred to the President’s Advisory Committee on Student Discipline. Careful records are kept in order to monitor and prevent recurrences. A more detailed description of academic integrity, including the University’s policies and procedures, may be found in the Academic Calendar at 
http://calendar.ubc.ca/vancouver/index.cfm?tree=3,54,111,0.