



SCARP MCRP Internship Handbook

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What to expect

Every student in the Masters of Community and Regional Planning (MCRP) program is required to complete one internship and attain a passing grade prior to graduation.

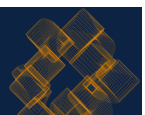
An Internship is essentially a three-way partnership between you, the internship provider, and the School. It involves supervised professional work of some kind. Some are paid and some are unpaid.

This internship represents credit towards your program and will be recorded on your transcript (if you are part of the 2021/2022 cohort, it will be logged under PLAN 527. If you are part of the 2022/2023 cohort, it will be part of PLAN 540 (though the text of this document will refer to PLAN 527 by default).

The internship will provide you with relevant work experience outside the University, as well as a chance to develop professional and technically relevant planning skills and capabilities through guided "hands on" experience in a workplace environment.

Due to course scheduling, we recommend the period between May and August for starting an internship. If you prefer to accumulate hours over multiple terms, you may do so.

Once approved, your internship will consist of a minimum of 80 hours in a workplace setting, whether on a part-time or full-time basis. We encourage you, if possible, to obtain a longer duration of experience with the internship provider.



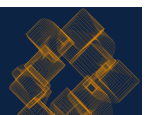


Internship Learning Outcomes

The internship you undertake must meet the following learning outcomes:

1. Knowledge of Planning Practice Fundamentals
SCARP anticipates that the Internship will help you understand:
 - 1.1 The systems of knowledge (substantive, analytical, procedural, ethical) in relation to actual planning situations
 - 1.2 The functions, operations, and culture of a professional planning workplace environment
 - 1.3 The implications of acting, failing to act, or failing to act appropriately in response to actual planning situations
2. Skills to Support Planning Practice and Collaborative Decision-Making
SCARP anticipates that the Internship will help you to develop skills in:
 - 2.1 Assessing and applying appropriate actions to address actual planning situations
 - 2.2 Working and interacting with people of various relational roles (such as colleagues, clients, stakeholders, applicants, general members of the public, and politicians)
 - 2.3 Communicating through various modes (such as email, face-to-face meetings, virtual meetings, presentations, and reports) to facilitate exchange and decision-making
 - 2.4 Managing information, tasks, and projects with accountability and attention to detail
 - 2.5 Establishing a professional work ethic and demeanor
3. Professional Development for Planning Practice
SCARP anticipates the Internship will connect you with the planning profession by helping them to:
 - 3.1 Develop an appreciation of professional planning ethics (such as understanding the roles and responsibilities embodied in employer-employee relationship management)
 - 3.2 Engage critically and reflexively in relation to personal values and goals
 - 3.3 Assess personal interests and abilities in a particular area(s) of planning
 - 3.4 Explore and ascertain career alternatives prior to graduation

You are expected to review these outcomes with the internship supervisor and/or SCARP Faculty Advisor to ensure each outcome is met during the internship experience.





Internship Postings

You are required to secure your own internship, and you are encouraged to regularly search for arising opportunities. On occasion, you may be notified of some opportunities arising via the SCARP website's [news page](#) or an email from the Student Management Coordinator.

You may also secure an internship under your own initiative, including:

- Research-based internships with the [UBC Sustainability Scholars Program](#)
- Job portals or postings advertised on the internship provider's website
- Various planning accreditation boards websites
- Personal/professional networking

Starting an Internship Submission Requirements

Once you have secured an internship, you must fill in the following forms from the [SCARP Internship Portal](#):

- ✓ Internship Agreement Form
- ✓ Internship Waiver of Liability

To access the forms on the Portal, follow the below steps:

The screenshot shows the SCARP Record portal. On the left is a dark blue sidebar with a menu. The main content area is titled 'SCARP Record' and shows a 'Term: 2020 - Fall' section with a blue bar indicating 'Student is on a 'Study' Term'. Below this is a 'Term: 2021 - Winter' section with a green bar for 'Work Term' and a button labeled 'WORK TERM RECORD DETAIL - Click for details'. A table below the button has columns for 'Organization - Division', 'Job Title', and 'Location'. Two red arrows with text boxes point to specific elements: one points to the 'SCARP INTERNSHIP' and 'SCARP OVERVIEW' menu items, with the text 'Ensure this is selected'; the other points to the 'WORK TERM RECORD DETAIL' button, with the text 'Click this button'.

SCARP Record

Term: 2020 - Fall

Student is on a 'Study' Term

Term: 2021 - Winter

Work Term

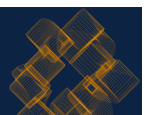
WORK TERM RECORD DETAIL - Click for details

Click this button

Organization - Division

Job Title

Location





You are currently logged in as

Useful resources to prepare for the internship

Dashboard

Co-op

SCARP INTERNSHIP

SCARP Overview

Job Postings

Documents

Applications

STUDENT RESOURCES

Academic Advising

Student Resources

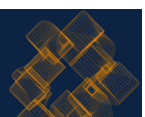
- PLAN 527 Internship Course Outline
- SCARP Internship Agreement Form**
- SCARP Internship Checklist
- SCARP Internship Waiver of Liability**
- SCARP Internship Handbook
- Previous Internship Providers

These forms must be completed prior to starting the internship

[Graduate Administrator.](#)

Upon receipt of the completed and signed forms, the Graduate Administrator will create a "Work Term Record" on the Portal and register you in the course PLAN 527.

Completing these forms 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. SCARP can assume neither responsibility nor liability for any work (complete or incomplete) you undertake in the course of your Internship studies.





During the Internship

Student Learning Objectives

At the beginning of the internship period, you should reflect on your Individual Student Learning Objectives for the internship and submit them on the Portal. Please note these Individual Student Learning Objectives are different from the Internship Learning Outcomes outlined on Page 2-3.

Each Learning Objective should be “SMART” — Specific, Measurable, Attainable, Realistic, and Timely. In addition, 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:

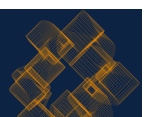
“By June 20th 2022, I will co-author, along with a full-time employee, two policy reports on land use issues in the City of Victoria. The policy reports will adhere to head office and provincial guidelines. My supervisor will review the reports for accuracy prior to circulation.”

You should think about the planning skills you want to develop in the short, medium, and long term. You should also ask yourself 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?

You are welcome to review these individual learning objectives with your internship supervisor.

Once the Graduate Administrator has created a “Work Term Record” in the Portal and registered you in PLAN 527, you must complete the Learning Objectives in the [SCARP Internship Portal](#) within the first 20 hours of your internship (as per below):





SCARP Record

You are currently logged in as [redacted]

Dashboard

Co-op

SCARP INTERNSHIP

SCARP OVERVIEW

Job Postings

Documents

Applications

Student Resources

Academic Advising - Vancouver

Coordinated International Experience

SOE Advising - Okanagan

Discipline Program

Term: 2020 - Fall

Student is on a 'Study' Term

Term: 2021 - Winter

Work Term

WORK TERM RECORD DETAIL - Click for details

Organization - Division	-
Job Title	
Location	
Co-ordinator	Janet Lam

Term: 2021 - Summer

SCARP RECORD

Date Created:	Oct 14, 2020
Start Term:	2020 - Fall
SCARP Program:	Master of Community and Regional Planning

Click this button

SCARP SEQUENCE

Term	Type
2020 - Fall	S-1-Study
2021 - Winter	W-1-Work
2021 - Summer	W-2-Work
2021 - Fall	W-3-Work

View WTR

View related Forms

Work Term Record (2020 - Fall - Master of Community and Regional Planning)

You are currently logged in as [redacted]

Dashboard

Co-op

SCARP INTERNSHIP

SCARP OVERVIEW

Job Postings

Documents

Applications

Student Resources

Academic Advising - Vancouver

Coordinated International Experience

SOE Advising - Okanagan

Discipline Program

Advising - Vancouver

Click this button

Student Name [redacted]

Student ID [redacted]

Co-op Term / Type 2021 - Winter / W-1

Co-op Term Program Master of Community and Regional Planning

Co-op Coordinator Janet Lam

Total Weeks Not Set

Date Created January 20, 2021 03:04 PM by Janet Lam

Last Updated January 20, 2021 03:04 PM by Janet Lam

Status Approved

Custom Term Label

Total Tracked Hours 0.0

Work Term Details

Notes

Work Term Details - Approved

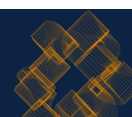
Learning Objectives - Pending

Final Student Evaluation - No

Print

Edit

CATEGORY 1





You are currently logged in as
[Redacted]

Work Term Record
(2020 - Fall - Master of Community and Regional Planning)

Student Name	[Redacted]
Student ID	[Redacted]
Co-op Term / Type	2021 - Winter / W-1
Co-op Term Program	Master of Community and Regional Planning
Co-op Coordinator	Janet Lam
Total Weeks	Not Set
Date Created	January 20, 2021 03:04 PM by Janet Lam
Last Updated	January 20, 2021 03:04 PM by Janet Lam
Status	Approved
Custom Term Label	
Total Tracked Hours	0.0

Click this button

Work Term Details | Notes

Work Term Details - Approved | **Print** | **Edit**

Learning Objectives - Pending

Final Student Evaluation - No

PLANNING SKILLS AND TRANSFERABLE SKILLS

Once completed, you must click “Save” so that it appears on your “Work Term Record” for viewing by the Student Management Coordinator:

Experience

SOE Advising - Okanagan

Discipline Program Advising - Vancouver

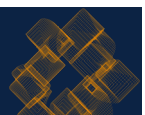
Logout

professional and/or personal growth during this internship?

Submit | Cancel

Once the fields have been completed, click here

The Student Management Coordinator will refer to your individual Student Learning Objectives of the Portal to conduct the Mid-Point Internship Check-In with you and with the internship supervisor separately.





Midpoint Internship Check-In

Midway through the internship period, the Student Management Coordinator will conduct a Midpoint Internship Check-In with you and with the internship supervisor separately. If there are issues or concerns raised by you and/or the internship supervisor regarding the internship, the Student Management Coordinator will discuss them with your Faculty Advisor and/or MCRP Program Chair on how to address them accordingly so that it does not negatively impact your completion of the internship and pass/fail grade for PLAN 527.

Internship Completion Submission Requirements

Internship activities you undertake may consist of:

- Work on a single work product or report; or
- Support of a variety of agency undertakings with specific outputs to be determined by the agency in consultation with you

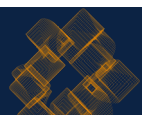
Your responsibilities in undertaking this work should be commensurate with those of the internship provider's professional staff.

At the end of the internship, you should write, and submit to the Graduate Administrator, a report or work product that is an output of the internship, along with the Internship Student Evaluation and the Supervisor Evaluation Form.

If the internship supervisor deems the Internship Report/Work Product to be confidential, then in lieu of a work product/report you will provide a two-page reflection report on the internship activities completed, the professional experience acquired, and how the internship helped you in becoming a planner.

In the circumstance where no final report/work product is produced due the nature of the internship, you may provide a two-page reflection report on the internship activities completed, the professional experience acquired, and how the internship helped you in becoming a planner.

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 Work Product.





Submission Process

The Internship Supervisor Evaluation, the Internship Student Evaluation and Internship Report/Work Product must be submitted at the end of the internship period as part of the requirements for completing the internship and receiving the pass/fail grade for PLAN 527. The Graduate Administrator will forward the Supervisor Evaluation and Internship Report/Work Product to the Faculty Advisor to assign the pass/fail grade for PLAN 527. The Student Management Coordinator will review the Student Evaluation as feedback and/or improvements for the Internship Program.

At the end of the internship period, you will submit the Internship Report/Work Product to the Graduate Administrator. Near the end of the internship period, the Graduate Administrator will contact your internship supervisor to complete the Internship Supervisor Evaluation. You are expected to inform the supervisor to complete this evaluation as part of the requirements for completing the internship and receiving the pass/fail grade for PLAN 527.

The Faculty Advisor will receive Internship Report/Work Product and Internship Supervisor Evaluation from the Graduate Administrator. If you do not obtain a "Satisfactory" evaluation for both the Internship Report/Work Product and the Internship Supervisor Evaluation, a fail (F) will be entered in PLAN 527. If the Internship Report/Project is marked "Unsatisfactory" with a "Satisfactory" Internship Supervisor Evaluation, you will be given 30 days to make revisions and re-submit to the Graduate Administrator for re-evaluation by the Faculty Advisor.

You must also complete an Internship Student Evaluation at the end of the internship period via the [SCARP Internship Portal](#):

The screenshot shows the SCARP Record portal interface. On the left is a dark blue sidebar with a navigation menu. The main content area is titled "SCARP Record" and displays information for the 2020 - Fall term. A red box highlights the "SCARP INTERNSHIP" and "SCARP OVERVIEW" links in the sidebar, with a red arrow pointing to them and the text "Ensure this is selected". Another red box highlights the "View WTR" button in the "SCARP SEQUENCE" table, with a red arrow pointing to it and the text "Click this button".

SCARP Record

Term: 2020 - Fall

Student is on a 'Study' Term

Term: 2021 - Winter

Work Term

WORK TERM RECORD DETAIL - Click for details

Organization - Division	-
Job Title	
Location	
Co-ordinator	Janet Lam

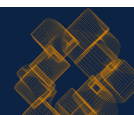
Term: 2021 - Summer

SCARP RECORD

Date Created:	Oct 14, 2020
Start Term:	2020 - Fall
SCARP Program:	Master of Community and Regional Planning

SCARP SEQUENCE

Term	Type
2020 - Fall	S-1-Study
2021 - Winter	W-1-Work
2021 - Summer	W-2-Work
2021 - Fall	W-3-Work





You are currently logged in as

Dashboard

Co-op

SCARP INTERNSHIP

SCARP OVERVIEW

Job Postings

Documents

Applications

Student Resources

Academic Advising - Vancouver

Coordinated International Experience

SOE Advising - Okanagan

Discipline Program Advising - Vancouver

Logout

Work Term Record - (2020 - Fall - Master of Community and Regional Planning)

Student Name

Student ID

Co-op Term / Type 2021 - Winter / W-1

Co-op Term Program Master of Community and Regional Planning

Co-op Coordinator Janet Lam

Total Weeks Not Set

Date Created January 20, 2021 03:04 PM by Janet Lam

Last Updated January 20, 2021 03:04 PM by Janet Lam

Status Approved

Custom Term Label

Total Tracked Hours 0.0

Work Term Details Notes

Work Term Details - Approved

Learning Objectives - Pending

Final Student Evaluation - No Record

Print Edit

CATEGORY 1

Work Term Start Date January 25, 2021

Click here

You are currently logged in as

Dashboard

Co-op

SCARP INTERNSHIP

SCARP OVERVIEW

Job Postings

Documents

Applications

Student Resources

Academic Advising - Vancouver

Work Term Record - (2020 - Fall - Master of Community and Regional Planning)

Total Weeks Not Set

Date Created January 20, 2021 03:04 PM by Janet Lam

Last Updated January 20, 2021 03:04 PM by Janet Lam

Status Approved

Custom Term Label

Total Tracked Hours 0.0

Work Term Details Notes

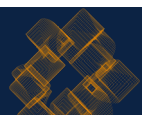
Work Term Details - Approved

Learning Objectives - Pending

Final Student Evaluation - No Record

Create Record

Click here



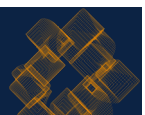


Once you have completed the provided fields, you must click “Save” so that it appears on your “Work Term Record” for viewing by the Student Management Coordinator:

Once completed, the Student Management Coordinator will review the Student Evaluation as feedback and/or improvements for the Internship Program.

Faculty Advisor

- If needed, will review the Internship Learning Outcomes on Page 2 with you to ensure the internship fits within the appropriate parameters
- If needed, helps you develop individual Student Learning Objectives that integrates your goals with those of the internship provider
- Reviews and assigns your pass/fail grade based on 50% of the internship supervisor evaluation and 50% on the internship work product/report
- Submits the final pass/fail grade to the Graduate Administrator to be entered onto your record



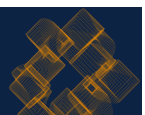


Student (You)

- Secure a required minimum 80 hours internship opportunity
- Complete the Internship Agreement Form and Internship Waiver of Liability form and share it with the internship supervisor for their signature
- Within the first 20 hours of the internship, prepare and complete individual Student Learning Objectives on the [SCARP Internship Portal](#) and conduct the Midpoint Check-in with the [Student Management Coordinator](#)
- Honor professional commitment to the internship provider by fulfilling the terms of the internship hours
- Respect the policies, procedures, confidentiality, and proprietary information of the internship provider
- Assume information is confidential unless informed otherwise
- Immediately contact the Student Management Coordinator with any concerns or problems in regards to the internship environment.
(The Student Management Coordinator will liaise with your Faculty Advisor and/or MCRP Program Chair on how to address the area of concern)
- Submit the Internship Report/Work Product to the Graduate Administrator by the end of the internship
- Complete the Internship Student Evaluation on the [SCARP Internship Portal](#)

Internship Supervisor

- If needed, reviews the Internship Learning Outcomes on Page 2 with you to ensure the internship fits within the appropriate parameters
- Provides you with realistic, challenging and relevant work that facilitates learning
- Helps you learn about the internship provider's "work culture" and adjust to the workplace
- Informs you about the internship provider's regulations regarding confidentiality and public access to information
- Provides compensation (if negotiated prior to internship period) (internships can be paid or unpaid)
- Provides reimbursement for any pre-approved costs (e.g., travel, printing, materials, postage) you incur while conducting the internship
- Provides you with ongoing feedback about your progress
- Completes the Internship Midpoint Check-in with the Student Management Coordinator
- Completes the Internship Supervisor Evaluation by the end of the internship and submits this on the [SCARP Internship Portal](#)





Internship Policies

Ownership of Research

If you conduct 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 you, Faculty Advisor, and internship provider.

Additional Considerations

UBC CENTRE OF ACCESSIBILITY

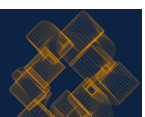
You are to inform the Faculty Advisor as soon as possible if you require access and diversity accommodation of any kind. Please visit the [UBC Centre of Accessibility](#) for more information on campus resources.

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. You are expected to uphold all the standards articulated in [UBC's academic integrity site](#). If the Faculty Advisor finds evidence of a violation of academic integrity the case will be investigated by the Faculty of Graduate and Postdoctoral 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 you throughout your 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. You are encouraged to become familiar with the broad spectrum of resources that UBC has available to them.





International Students

International students are required to have a work permit to begin their internships. More information may be found [here](#). International students may contact UBC's [International Student Advising](#) for additional support and information.

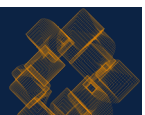
Students who are American citizens and are funded by US student loans are not permitted to undertake internships in the United States.

Internship Checklist

This checklist is to help guide you through all of the steps and forms required for completion of the internship program requirement and the corresponding PLAN 527. This checklist need not be submitted; it is purely a tool to help you plan.

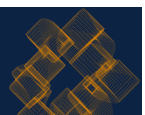
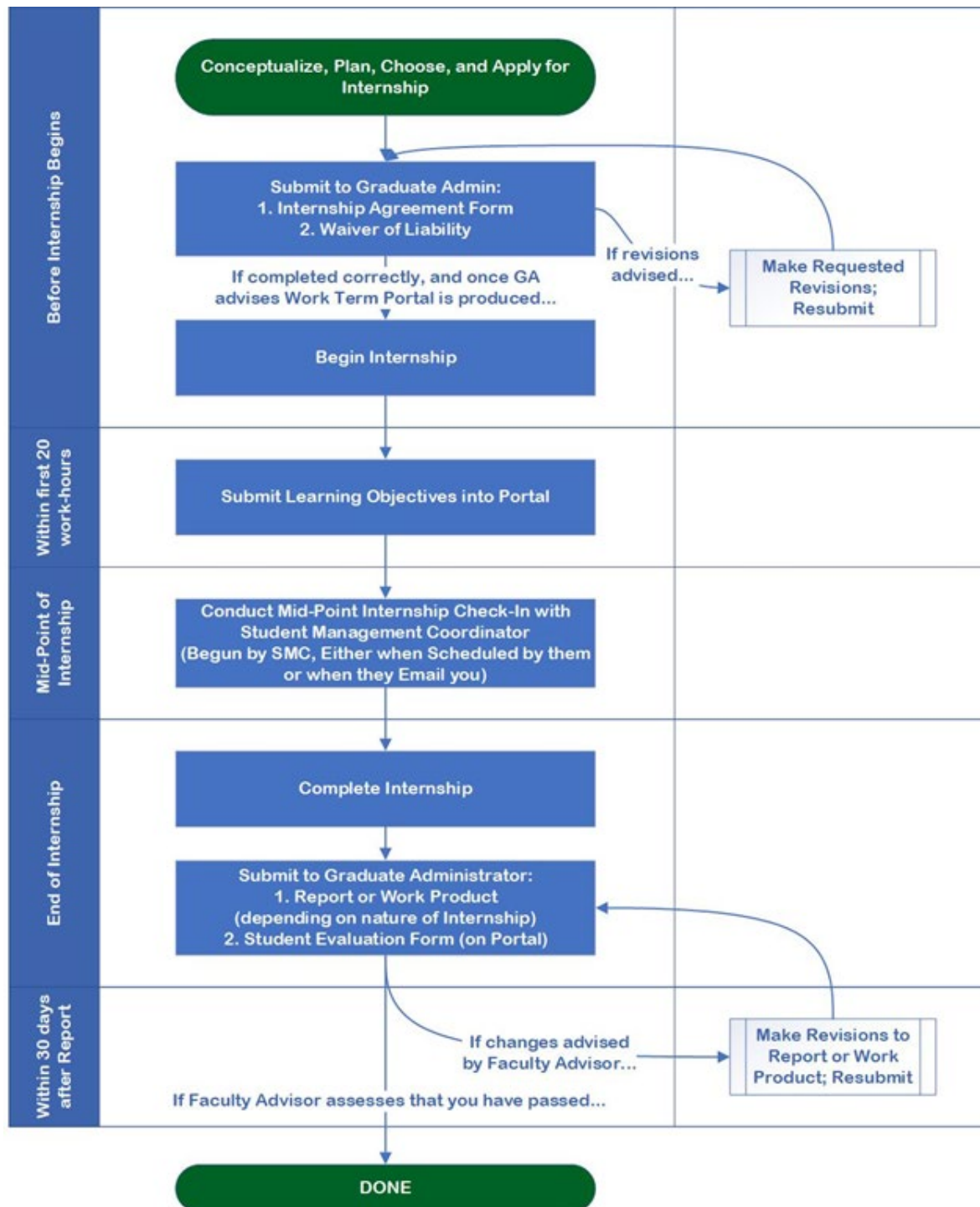
In order to complete my internship requirement/course requirements for PLAN 527, I have:

- ✓ Read and understood the Internship Handbook.
- ✓ Reviewed the Internship Learning Outcomes with the internship supervisor and/or SCARP Faculty Advisor to ensure the internship fits within the appropriate parameters
- ✓ 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, gathered all necessary signatures and submitted this to the Graduate Administrator.
- ✓ Notified the Graduate Administrator that the forms have been submitted to the SCARP Internship Portal in order to be registered for PLAN 527.
- ✓ Set individual *Student Learning Objectives* through the SCARP Internship Portal within the first 20 hours of my internship to be reviewed by the Student Management Coordinator
- ✓ Set a date for my Midpoint Check-In to be completed with the [Student Management Coordinator](#).
- ✓ Completed a minimum of 80 hours in my internship experience and communicated this to the Graduate Administrator.
- ✓ Submitted the *Internship Report/Work Product* to the Graduate Administrator.
- ✓ Completed the *Student Evaluation* through the SCARP Internship Portal by the end of my internship.
- ✓ Ensured my Internship Supervisor has submitted the *Internship Supervisor Evaluation* through the SCARP Internship Portal.





Internship Process Flowchart





Contact Information

Further inquiries and assistance may be directed to:

- Student Management Coordinator: smc.scarp@ubc.ca
- Graduate Administrator: grad.scarp@ubc.ca
- General Inquiries: info.scarp@ubc.ca

