



School of Community and Regional Planning (SCARP) Internship Handbook for Master of Community Planning (MCRP) Students

Contents

Internship Description	1
Internship Postings	2
Approval of Internships	3
During the Internship.....	5
Learning Objectives.....	5
Midpoint Internship Check-In	8
Internship Report/Project and Internship Evaluations	9
Submission.....	9
Roles and Responsibilities of Each Internship Partner	11
Faculty Advisor:.....	11
Student:.....	12
Internship Supervisor:.....	12
Internship Policies.....	12
Ownership of Research	12
Registration Considerations.....	13
International Students.....	13
Contact Information.....	13

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.

Students cannot take an internship until after the first 4 months in the program. Due to course scheduling, the period between May and August is recommended for starting an internship. If students prefer to accumulate hours over multiple terms, they can do so.

It is essential that prior to the commencement of any internship experience, all documentation must be approved by the student's Faculty Advisor and uploaded onto the [SCARP Internship Portal](#). The Graduate Administrator and Graduate Student Development Officer will make the necessary arrangements for the students to access the Portal at the start of their program.

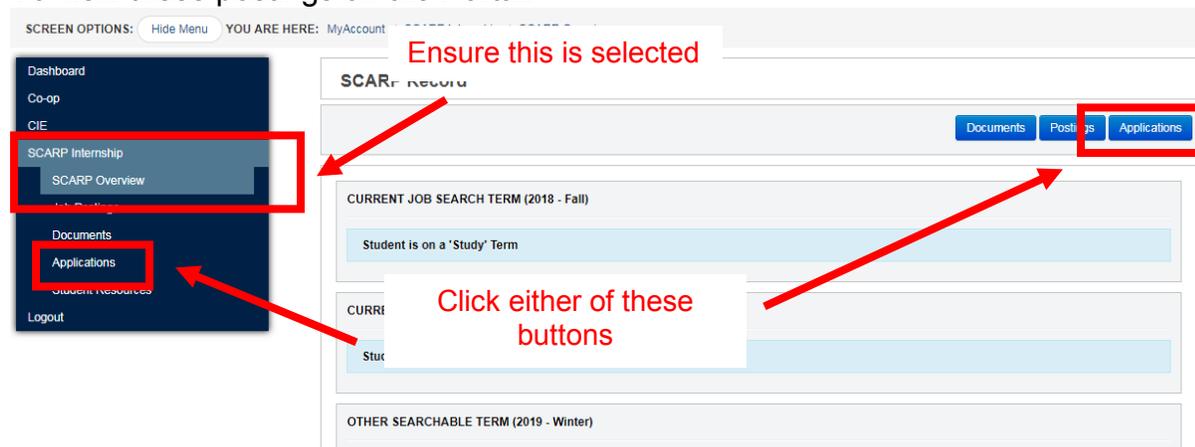
Internships can be paid or unpaid supervised experiences with an internship provider.

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

Internship Postings

The Graduate Student Development Officer will post internship opportunities from December to May on the [SCARP Internship Portal](#).

To view these postings on the Portal:



The screenshot shows the SCARP Internship Portal interface. At the top, there are navigation options: "SCREEN OPTIONS: Hide Menu" and "YOU ARE HERE: MyAccount". The main content area is titled "SCARP Internship" and includes a "CURRENT JOB SEARCH TERM (2018 - Fall)" section. A red box highlights the "SCARP Internship" menu item in the left sidebar, with an arrow pointing to it and the text "Ensure this is selected". Another red box highlights the "Applications" button in the top right corner, with an arrow pointing to it and the text "Click either of these buttons". A third red box highlights the "Applications" button in the left sidebar, with an arrow pointing to it and the text "Click either of these buttons".

Overview of SCARP Job Postings:

RE: MyAccount / SCARP Internship / Job Postings

Students cannot apply for these postings directly on the Portal and they are for viewing purposes only. If the student plans to apply for a posting from the Portal, he/she must send in his/her application to the contact information provided on the posting itself.

Students may also secure an internship outside of the Portal.

Approval of Internships

Upon the student securing an internship, the following forms are required and are available on the [SCARP Internship Portal](#):

1. Internship Agreement Form
2. Internship Waiver of Liability

To access the forms on the Portal:



SCREEN OPTIONS: [Hide Menu](#) YOU ARE HERE: [MyAccount](#) / [SCARP Internship](#) / [Student Resources](#)

Dashboard

Co-op

CIE

Some useful resources to prepare for the internship

Applications

Student Resources

Logout

Student Resources

- [SCARP Internship Agreement Form](#)
- [SCARP Internship Checklist](#)
- [SCARP Internship Waiver of Liability](#)
- [SCARP Internship Outline](#)
- [Previous Internship Providers](#)

These forms must be completed prior to starting the internship

To upload the completed forms onto the Portal:

SCREEN OPTIONS: [Hide Menu](#) YOU ARE HERE: [MyAccount](#) / [SCARP Internship](#) / [SCARP Overview](#)

Dashboard

Co-op

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SCARP Internship

SCARP Overview

Job Postings

Documents

Applications

Student Resources

Logout

SCARP Record

Documents
Postings
Applications

CURRENT JOB SEARCH TERM (2018 - Fall)

TERM INFORMATION	
Term	Employment Status
2018 - Fall-W-3-W	Unemployed

QUICK STATS

JOB SEARCH ACTIVITY		
Job Views	Applications	Interviews

Click either of these buttons

SCREEN OPTIONS: [Hide Menu](#) YOU ARE HERE: [MyAccount](#) / [SCARP Internship](#) / [Documents](#)

Dashboard

Co-op

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SCARP Internship

SCARP Overview

Job Postings

Documents

Applications

Student Resources

Logout

My SCARP Internship Documents

Upload Document
Refresh Documents

No Records Found.

Click here

SCREEN OPTIONS: Hide Menu YOU ARE HERE: MyAccount / SCARP Internship / Documents

Dashboard
 Co-op
 CIE
 SCARP Internship
 SCARP Overview
 Job Postings
 Documents
 Applications
 Student Resources
 Logout

Upload a Document

Name

Type

Document This field is required.

Click here to choose the form for uploading

SCREEN OPTIONS: Hide Menu YOU ARE HERE: MyAccount / SCARP Internship / Documents

Dashboard
 Co-op
 CIE
 SCARP Internship
 SCARP Overview
 Job Postings
 Documents
 Applications
 Student Resources

Upload a Document

Name

Type

Document

Click here

Ensure you select the correct type

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

By having these forms completed, they represent 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/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.

Once the Graduate Administrator has created a “Work Term Record” in the Portal and registered the student in PLAN 527, the next step is for the student to review the Learning



Objectives with the internship supervisor within the first 20 hours of their internship. After discussing the Learning Objectives with the internship supervisor and receiving his/her feedback, the student must complete the Learning Objectives in the [SCARP Internship Portal](#):

SCARP Record

Documents Postings Applications

SCARP Internship
SCARP Overview
Job Postings
Documents
Applications
Student Resources
Logout

CURRENT JOB SEARCH TERM (2018 - Fall)

TERM INFORMATION		
Term	Release	Employment Status
2018 - Fall-W-3-Work	Yes	Employed

QUICK

JOB SEARCH ACTIVITY		
Job Views	Applications	Interviews
0	0	0

WORK TERM RECORD DETAIL (View Detail)

Organization - Division	-
Job Title	

SCARP RECORD

Date Created: Jan 16, 2018
Start Term: 2018 - Winter
SCARP Program: Master of Community and Regional Planning
Co-ordinator(s): Simon Erlich

SCARP SEQUEN

Term	Type	
2018 - Winter	W-1-Work	
2018 - Summer	W-2-Work	
2018 - Fall	W-3-Work	View WTR

Ensure this is selected

Click here

Dashboard
Co-op
CIE
SCARP Internship
SCARP Overview
Job Postings
Documents
Applications
Student Resources
Logout

(2018 - Winter - Master of Community and Regional Planning)

Student Name: [REDACTED]

Co-op Term / Type: 2018 - Fall / W-3

Co-op Term Program: Master of Community and Regional Planning

Co-op Coordinator: Simon Erlich

Total Weeks: Not Set

Date Created: September 20, 2018 3:46 PM

Created By: Janet Lam

Status: Approved

Last Updated: N/A

Updated By: N/A

Work Term Details

Print Work Term Detail Edit Work Term Details

Work Term Details - Approved
Learning Objectives - Pending
Final Student Evaluation - No Record

CATEGORY 1

Click here

September 12, 2018

Work Term End Date: May 31, 2019



SCARP Internship

- SCARP Overview
- Job Postings
- Documents
- Applications
- Student Resources
- Logout

Student Name	[REDACTED]
Co-op Term / Type	2018 - Fall / W-3
Co-op Term Program	Master of Community and Regional Planning
Co-op Coordinator	Simon Erlich
Date Created	September 20, 2018 3:46 PM
Created By	Janet Lam
Status	Approved
Last Updated	N/A
Updated By	N/A

Work Term Details

- Work Term Details - Approved
- Learning Objectives - Pending
- Final Student Evaluation - No Record

Print Learning Objectives | **Edit Learning Objectives**

PLANNING SKILLS AND TRANSFERABLE SKILLS

1. What planning-specific and technical skills would you like to acquire during your internship? How will you learn, change, or improve them? How do you measure the results, and by what date do you intend to have the results met? :

Click here

Once completed, the student must click “Save” so that it appears on his/her “Work Term Record” for viewing by the Graduate Student Development Officer:

4. What expectations does your internship provider supervisor have for you in regards to your professional and/or personal growth during this internship? :

Once the fields have been completed, click here

Save

The Graduate Student Development Officer will refer to the Learning Objectives section of the Portal to conduct the Mid-Point Internship Check-In individually with the student and internship supervisor.

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 Graduate Student Development Officer will conduct a **Midpoint Internship Check-In** with both the student and the internship supervisor. If there are issues or concerns raised by the student and/or the internship supervisor regarding the internship, the Graduate Student Development Officer will discuss them with the Graduate Administrator on how to address them accordingly so that it does not negatively impact the student's completion of the internship and pass/fail grade for the course PLAN 527.



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 report or work product that is an output of the internship and written by the student intern should be submitted to the Graduate Administrator at the end of the internship, along with the Internship Student and Supervisor Evaluation Forms. In the circumstance where no final report/work product 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 final report/work product.

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

The Internship Supervisor Evaluation, the Internship Student Evaluation and Internship Report/Work Product must be submitted to the Graduate Administrator at the end of the internship period. The Graduate Administrator will then forward the Supervisor Evaluation and Internship Report/Work Product to the Faculty Advisor to assign the pass/fail grade for PLAN 527.

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 Administrator for re-evaluation by the Faculty Advisor.

Near the end of the internship period, the Graduate Administrator will contact the student's internship supervisor to complete the **Internship Supervisor Evaluation**. The student is 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 intern (student) must also complete an **Internship Student Evaluation** at the end of the internship period via the [SCARP Internship Portal](#):

SCARP Record

Documents Postings Applications

SCARP RECORD

Date Created: Jan 16, 2018
Start Term: 2018 - Winter
SCARP Program: Master of Community and Regional Planning
Co-ordinator(s): Simon Erlich

SCARP SEQUENCE

Term	Type	
2018 - Winter	W-1-Work	
2018 - Summer	W-2-Work	
2018 - Fall	W-3-Work	View WTR

TERM INFORMATION

Term: 2018 - Fall-W-3- [Ensure this is selected]

QUICK STATS

Job Views	Applications	Interviews
0	0	0

WORK TERM RECORD DETAIL (View Detail)

Organization - Division: -
Job Title: -

(2018 - Winter - Master of Community and Regional Planning)

Student Name: [Redacted]

Co-op Term / Type: 2018 - Summer / W-2
Co-op Term Program: Master of Community and Regional Planning
Co-op Coordinator: Simon Erlich
Total Weeks: Not Set
Date Created: June 14, 2018 9:31 AM
Created By: Simon Erlich
Status: Approved
Last Updated: N/A
Updated By: N/A

Work Term Details - Approved

Learning Objectives - Approved
[Final Student Evaluation - No Record](#)

Print Work Term Detail Edit Work Term Details

CATEGORY 1

Work Term Start Date : April 25, 2018



Work Term Details

Work Term Details - Approved

Learning Objectives - Approved

Final Student Evaluation - No Record

Create Record

Click here

Once the student has completed the provided fields, he/she must click “Save” so that it appears on their “Work Term Record” for viewing by the Graduate Administrator:

11. Do you have any additional comments on the internship program generally? :

Click here

Save

Roles and Responsibilities of Each Internship Partner

Faculty Advisor:

- The Faculty Advisor will review the internship parameters as outlined on the Internship Agreement
- Helps the student to develop Learning Objectives that integrates his/her goals with those of the internship provider, if needed;
- Reviews and assigns a pass/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 Administrator



Student:

- Secures a mandatory 80 hours internship opportunity
- Completes the Internship Agreement Form and sharing it with the Faculty Advisor
- Within the first 20 hours of the internship, the student prepares and completes the learning objectives section on the [SCARP Internship Portal](#)
- Honors 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 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 section on the [SCARP Internship Portal](#)

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 Graduate Student Development Officer
- Completes the Internship Supervisor Evaluation of the Internship experience by the end of the internship and submits this on the [SCARP Internship Portal](#)

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

UBC Centre of Accessibility

Students are to inform the Faculty Advisor as soon as possible if they 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. 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.

International Students

International students are required to have a work permit to begin their internships. More information may be found [here](#).

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

Contact Information

Further inquiries and assistance may be directed to:

- Graduate Administrator: grad.scarp@ubc.ca
- Graduate Student Development Officer: internships.scarp@ubc.ca