

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

<b>Course Number</b>	<b>PLAN 527</b>
<b>Course Credit(s)</b>	<b>3.0</b>
<b>Course Title</b>	<b>Internship (MCRP)</b>
<b>Term</b>	<b>Winter Term 1</b> <b>Winter Term 2</b> <b>Summer</b>

**Short Course Description**

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 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.

The [Internship Handbook](#) is the primary information resource for students securing and finalizing internships, as well as the administrative tasks entailed to complete the internship component in the program. Students are expected to review this outline in preparation for starting their internships.

**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 their internship. After discussing the Learning Objectives with the internship supervisor and received his/her feedback, students must complete the Learning Objectives in the [SCARP Internship Portal](#).

**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.

#### **Evaluation Criteria and Grading**

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](#).

#### **Additional Resources**

UBC has numerous research, pedagogical and health resources available to students throughout their degree program. Students are encouraged to become familiar with the broad spectrum of resources that UBC has available to them. These include the following:

- [Centre for Teaching, Learning and Technology \(CTLT\)](#)
- [Irving K. Barber Learning Centre](#)
- [Centre for Writing and Scholarly Communication](#)
- [Student Health Service](#)
- [Counselling Services](#)

### **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.

A more detailed description of academic integrity, including the University's policies and procedures, may be found in the [UBC Academic Calendar](#).