School of Community and Regional Planning
Masters of Community and Regional Planning Internship Checklist

Guidelines for Completion: This checklist is to help guide the student through all of the steps and forms required for completion of the PLAN 527 internship. This checklist need not be submitted, as it is purely for student planning purposes.

In order to complete my internship course PLAN 527, I have:

☐ Read and understood the Internship Outline.
☐ 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 and submitted this to the Graduate Administrator.
☐ Set Learning Objectives within the first 20 hours of my internship, gathered all necessary signatures, and submitted the Learning Objectives Form to the Graduate Administrator.
☐ Designed a project within the parameters of my internship and learning objectives.
☐ Completed a minimum of 80 hours in my internship experience.
☐ Provided the Internship Supervisor Evaluation Form to my internship supervisor by the end of my internship, and I have ensured that they have emailed this form directly to the Graduate Administrator.
☐ Completed and submitted the Student Evaluation Form to the Graduate Administrator by the end of my internship.
☐ Submitted the Internship Report or Project (which could include video or oral presentation, along with a minimum two-page written summary) to the Graduate Administrator.