**School of Urban and Regional Planning**

**College for Design and Social Inquiry**

**Florida Atlantic University**

**Syllabus**

**URP 4945 Planning Internship (3 credits)**

**Spring 2018**

***Instructor***

Dr. John L. Renne

Office Location: Building 44, Room 284

Office Hours: Appointments can be made at: <https://johnrenne.youcanbook.me> or by contacting Dr. Renne by email or telephone.

Contact Phone Number: 561-297-4281 (office); 504-717-1744 (mobile)

Email: jrenne@fau.edu

***Course description***

This course requires 160 hours of work as an intern in a planning or planning-related agency or company, submission of a report that reflects on that experience and its relationship to material that each student has learned in the course of his or her studies at FAU, and a resume critique by the Career Development Center.

***Course objectives***

The main goal of this course is for students to gain practical experience in planning by completing an internship. After completing the course, students will:

* be able to prepare a professional resume;
* understand based on firsthand knowledge some of the options available for planning jobs after graduation;
* be able to apply knowledge and skills they have studied as part of their coursework;
* be familiar with professional expectations in planning agencies;
* be able to reflect on the relationship between planning theory and practice; and
* leverage significant professional planning experience while seeking a permanent position in a planning agency.

***Class meetings***

This course will not have regular meetings; however, the instructor is available to meet during office hours or by appointment.

***Textbook***

There is no textbook or required reading for this course; however, students are expected in their final papers to demonstrate familiarity with regulatory and other planning documents that are relevant to their particular work assignments.

***Communication***

On occasion, it may be necessary for the instructor to communicate announcements to students via email. For this reason, it is important for students to regularly check their university email accounts. Announcements will also be posted on the course’s Canvas site.

Comments or questions that would be of general interest to students in URP 4945 should be posted to the class discussion board rather than emailed directly to the instructor. Students are encouraged to subscribe to the class discussion board. Students who subscribe will receive an email notification whenever someone posts to the discussion board.

***Registration with Career Development Center***

Students may register with the Career Development Center’s internship system as a way to find a suitable internship. Students register at <http://www.fau.edu/cdc/intern/student/.> Questions about registration may be addressed to [intern@fau.edu.](mailto:intern@fau.edu) The Career Development Center provides assistance with resume preparation (see below) and other job-seeking skills.

***Memorandum of Understanding***

Each student must have a completed Memorandum of Understanding signed by the student, sponsoring organization, and faculty advisor (the instructor for this course) before starting the internship. The required document is available at: <http://cdsi.fau.edu/surp/wp-content/uploads/sites/2/application/pdf/URP-4945-6945-Internship-MOU-04-20-16.pdf>).

***Resume critique***

Students must go to the Career Development Center (CDC) to have their resumes critiqued. The resume rubric form completed by the CDC must be scanned and uploaded to Canvas along with the revised resume.

***Progress report***

A progress report should be submitted that should follow the same outline as the Internship report, described below. While the progress report will focus mostly on your description of the internship (A) the more work you do on sections B, C and D, the easier the final report will be to complete.

***Internship report***

The internship report is intended to demonstrate each student’s ability to integrate coursework with the practical experience gained during the internship. The report should demonstrate the student’s grasp of urban planning theories, concepts, methods, and issues as they relate to the context in which the student interned. It should demonstrate the student’s ability to reflect upon and synthesize what was most relevant in his or her studies to the tasks performed as part of the internship, the intern’s role in the planning agency, and the agency’s role in a larger organizational context and in society as a whole.

The report should be approximately 5-10 typed pages. It should include appropriate citations of and references to relevant source materials. A recommended organization of the paper is as follows (this can be modified as needed to suit your particular experience, but you should check with the instructor first):

1. Description of internship: A brief description of the agency, including information on its main functions, its relationship with other agencies, and other important characteristics. Give a brief description of your duties and responsibilities.
2. Urban planning issues: What urban planning issues were you engaged with while working at the agency? How do they relate to the coursework you have completed? How does the agency go about addressing these issues?
3. Conclusions: Discuss the main insight or insights you gained from the internship experience. What material from your coursework helped the most with the internship?
4. References: List any references you cite in the report in a standard format here.

***Supervisor’s evaluation***

At the end of the internship, the instructor will email a Survey Monkey evaluation form to the internship supervisor. If your internship supervisor changes during the semester, please make sure you update Dr. John Renne at [jrenne@fau.edu](mailto:jrenne@fau.edu) and Ms. Alejandra Quintero at: [MQUINTE5@fau.edu](mailto:MQUINTE5@fau.edu)

***Academic Service-Learning statement***

This course is designated as an “academic service-learning” course. The assistance you provide to the agency/organization during your academic service-learning (AS-L) experience is a service to the community and will allow you to apply knowledge from the course to local, national, and/or global social issues. Throughout this course you will be participating in AS-L activities while demonstrating civic engagement at campus, local, national, and/or global community levels. You will also reflect on your AS-L experience and the impact on the community as well as your professional development.

Academic service-learning notation of hours will post to your transcript with submission of hours to your faculty instructor. An Academic Service-Learning Student Survey is required to be taken at the end of your AS-L project. Please visit the Weppner Center for LEAD & Service-Learning website, [www.fau.edu/leadandserve](http://www.fau.edu/leadandserve), for the survey link and more information on FAU’s Academic Service-Learning program.

Students enrolling in this course must agree to the following statement:

I understand that there are certain physical risks inherent in every form of service-learning. I understand the risks associated with this Academic Service-Learning assignment. I nonetheless agree to assume those risks so as to gain the benefits from participation in this valuable learning experience. I hereby release the State of Florida, the Board of Trustees, Florida Atlantic University and its agents and employees from any and all liability associated with my participation in this assignment at Florida Atlantic University.

***Attendance Policy / Deadlines***

This course requires 160 hours of work as an intern. Students whose internships are not completed by the end of the semester of enrollment in this course should contact the instructor about deadlines for the progress report, final paper, and a resume critique by the Career Development Center. Students must meet the deadlines listed below to receive a final grade at the end of the relevant term.

|  |  |  |
| --- | --- | --- |
| **Assignment** | **Fall 2018** | **Spring 2019** |
| Memorandum of Understanding | As soon as possible | As soon as possible |
| Resume critique rubric completed by the CDC and revised resume | September 11 | January 29 |
| Progress report | November 15 | March 15 |
| Final report | December 5 | April 23 |

***Grading***

The final report and supervisor’s evaluation will each be assigned a numerical score (up to 100%). The final report and evaluation each count for 45% of the final grade. The resume critique counts 10% of the final grade and will be assigned a score of 100% if the requirements are met. The total number of points possible for this course is 100. Weighted average scores of 70% or greater will translate into a Satisfactory grade for the course. Scores less than 70% will translate into an Unsatisfactory grade.

***Academic integrity policy***

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards because it interferes with the university mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see [University Regulation 4.001](http://www.fau.edu/regulations/chapter4/index.php).

***Accessibility***

In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodation due to a disability to properly execute coursework must register with Student Accessibility Services (SAS)—in Boca Raton, SU 133 (561-297-3880); in Davie, LA 131 (954-236-1222); or in Jupiter, SR 110 (561-799-8585)—and follow all SAS procedures. For more information, please visit <http://www.fau.edu/sas/>.

***Student success resources***

It is imperative that you contact your professor early in the term if you are having problems with this course. Do not wait until the end of the term to seek assistance. If you need individualized help or tutoring in reading, writing, taking notes, or other academic issues, please see one of the help centers listed below:

UNIVERSITY CENTER FOR EXCELLENCE IN WRITING

http://www.fau.edu/UCEW/WC/

LEARNING COMMUNITY

http://www.fau.edu/class/LearningCommunity/

TUTORING, STUDY HELP, & ACADEMIC SUPPORT

http://www.fau.edu/ctl/TutoringStudyHelpAndAcademicSupportStudentResources.php

CENTER FOR LEARNING AND STUDENT SUCCESS

http://www.fau.edu/CLASS/

CAREER DEVELOPMENT CENTER

http://www.fau.edu/cdc/

STUDENT INVOLVEMENT AND LEADERSHIP

http://www.fau.edu/sil/

If you are having personal problems and need guidance or help, please contact one of the centers listed below:

OFFICE OF HEALTH AND WELLNESS

http://www.fau.edu/wellness/index.php

http://www.fau.edu/wellness/staff.php

COUNSELING CENTER

http://www.fau.edu/counseling/

STUDENT INTERVENTION TEAM

http://www.fau.edu/studentsindistress/index.php

http://www.fau.edu/studentsindistress/aboutus.php

http://www.fau.edu/studentsindistress/SITrole.php

STUDENT CRISIS AWARENESS COMMITTEE

http://www.fau.edu/studentsindistress/SCACROLE.php

***Syllabus subject to change!***