

Required Internship Graduate Planning Program PLG 693

Overview

The University of Arizona's Graduate Planning Program requires students to complete a professional internship to experience the professional side of planning before they finish their University training. We consider an internship to be on-the-job training that complements the academic work you do while a student.

An internship provides you with an opportunity to network with professional planners, particularly in the planning speciality you wish to pursue. Internships often provide you with your first job opportunity when you graduate.

The goal of the internship requirement is to socialize you into the norms of the *planning profession*. Therefore you must work under the supervision of someone who is a planner and your duties must be planning tasks.

You may work at a public agency, for a non-profit organization, or for a private firm; you do not have to work for a planning agency or firm if you are being supervised by a planner and undertaking professional planning duties. We hope that all students will be paid for their work but we do not require that you be paid to approve your internship.

The Planning Program has a number of requirements that students must meet to undertake an approved internship.

Substantive Requirements

1) You must be undertaking professional planning duties, as broadly defined. The majority of students will do their internships with public planning agencies or private planning firms. However, you can also work for a school district or a real estate developer or an environmental advocacy group but **only if** your duties are planning ones and you are being supervised by a professional planner.

2) You must be reporting to, or supervised by, a professional planner. In general someone is a professional planner if they meet one or more of the following criteria: they have a degree in planning, their formal title labels them as a planner, they are AICP or FAICP, they are active in APA's Section and Chapter, or they have long been performing professional planning duties.

In some cases, it is necessary to ask someone outside the agency or firm for which you are working to serve as your formal supervisor in order to meet this requirement. If you are in doubt about the eligibility of your proposed supervisor, please discuss your situation with the Internship Coordinator.

3) Undertaking a research project on or off-campus or assisting a professor does not qualify as a planning internship because it does not meet the basic objectives of the internship requirement: to socialize you into professional planning practice.

4) You must successfully complete at least 225 hours in a formal and approved professional planning internship to obtain a degree from this program. You may undertake more than one internship to meet the 225 hours BUT, except in extreme circumstances, no internship will be counted if it is less than 100 hours.

5) If you have been a practicing planner for some period of time (at least 225 hours), the internship requirement can be waived by the Graduate Advisor. You will not need to enroll in PLG 693. You must, however, take another 3 unit course to have enough units to graduate.

Procedural Requirements

1) To receive credit for successfully completing an approved internship you must enroll in PLG 693, a three unit course, sometime during or after your internship (see # 5 below). PLG 693 will meet twice in the semester in which you are enrolled; once in the first or second week of the semester, and then once near the end of the semester.

2) You must have **prior approval** of your internship; exceptions will only be made in very special cases. You should not assume that you can complete an internship on your own and be allowed to count that internship without prior approval.

3) To receive approval for an internship that you are contemplating you must present the Internship Coordinator (currently Dr. Huntoon) with a completed Internship Approval form.

That form can be obtained from the Internship Coordinator or Meghann Caskey in the School of Landscape Architecture and Planning. That form has two parts. One is an insurance waiver required by the UA that you must sign prior to being allowed to enroll in PLG 693.

The second part of the Internship Approval form is a description of your proposed internship that indicates the professional planning activities in which you will engage; it must be signed by your proposed internship supervisor. A memo may be submitted by your supervisor and attached to the approval form.

If your internship meets the Program's requirements, the Internship Coordinator will sign your Internship Approval form. You should keep at least one signed copy for your own records.

You are urged to complete both parts of the form and obtain the Internship Coordinator's approval and signature as soon as possible, even if you do not plan to immediately enroll in PLG 693. If you do not enroll in PLG 693 at that time, the signed and approved forms will be placed in your file.

4) You must enroll in PLG 693 in the semester you are doing your internship or the semester

after doing your approved internship; you may not enroll in PLG 693 before beginning or completing your approved internship. Exceptions will only be made in very special cases and only with prior approval from the Internship Coordinator or the Graduate Advisor.

5) You cannot enroll in PLG 693 on-line. To be allowed to enroll in PLG 693 in any given semester, you must present or already have in your file the completed Internship Approval form signed by the Internship Coordinator (currently Dr. Huntoon) and including the signed insurance waiver. You cannot enroll in PLG 693 without this signed form and the signed insurance waiver.

To enroll in PLG 693, see Meghann Caskey in the School of Landscape Architecture and Planning; make sure you have all proper paperwork with you or in your file before doing so.

6) If at any time the circumstances of your approved internship change materially you must immediately discuss these changes with the Internship Coordinator. If you ultimately engage in activities very different from those originally approved, you cannot expect to automatically receive internship credit for the new activities simply because the internship was originally approved.

The Internship Coordinator must approve any material changes in your approved internship. If you are not sure whether your internship has changed materially you should immediately discuss these changes with the Internship Coordinator.

In some cases the Internship Coordinator may require you to complete a new Internship Approval form, listing your new professional duties, *etc*, to be signed by your supervisor.

7) If your approved internship is terminated for any reason or you choose to leave the internship you should discuss these changes with the Internship Coordinator. If you are enrolled in PLG 693 you must immediately discuss the situation with the Internship Coordinator. We do not give incompletes in PLG 693 except under extraordinary circumstances.

If you lose or quit your internship in the semester in which you are enrolled in PLG 693 you must immediately drop the course or the Internship Coordinator will administratively drop you from the course.

8) To pass PLG 693 and to be given credit for successfully completing a professional planning internship you must present a letter from your internship supervisor (if you completed more than one internship you must have a letter from each of your supervisors) attesting to your successful completion of at least 225 hours undertaking the tasks originally approved in your Internship Approval form.

Your letter or letters must be on the official letterhead of the organization(s) at which you did your internship(s); the letter(s) must list the specific duties that you have undertaken. The letter(s) *cannot* simply say that you have completed 225 hours of internship activities; those activities must be specifically identified. An email is NOT satisfactory (although a formal letter

may be attached to an email).

You may submit the letter(s) from your supervisor any time up to the last week of the semester in which you are enrolled in PLG 693. You may submit the letter(s) prior to enrolling in PLG 693 and it will be placed in your file. You should keep at least one signed copy for your own records.