

## **Internship for Credit Information Sheet**

- **Goal: Practical experience, networking for both students and program**
- **Full Course Credit (4) given for:**
  - **Securing internship**
  - **Maintaining WEEKLY internship log**
  - **Final report on internship experience**
  - **Letter of reference from supervisor**
- **Securing Internship:**
  - **Internships need to be secured prior to the start of the semester for which credit is sought**
  - **One on one scheduled meeting with faculty to assess internship interests and preliminary search**
    - **Assistance with:**
      - **Search**
      - **Cover letter**
      - **Interview**
      - **Negotiations**
      - **Reference**
  - **Students do preliminary search and contact**
  - **Student's responsible for interviews and securing internship**
- **Internship Requirements:**
  - **Planning or policy related**
    - **Public, private and non-profit sector**
  - **Minimum 5 hours per week,**
    - **Possibility for exceptions, but on a case by case basis**
  - **Supervisor required (you need to answer to someone)**
  - **Department will not cover costs of transportation or any other costs associated with the internship**
- **Internship log**
  - **Mandatory log of activities and reflections generated by internship**
  - **Spot reviews of log – Bi-weekly submission of log via email**
- **Final Report:**
  - **10-15 page paper on internship experience, with focus on relevance to planning / policy making and professional development.**
- **Letter of Reference**
  - **The Internship supervisor is asked to submit a letter confirming the student's work and his/her quality of work**
  - **Letter should include supervisor title, name and address/contact information of the agency which hosted the internship**
  - **Letter should be sent by email AND US Post (hardcopy)**