

GUIDELINES FOR INTERNSHIPS

I. Student Responsibilities

A. To the Agency/Organization:

1. To agree on a reasonable scope of services statement to outline your activity for the semester.
2. To provide and conform to a regular schedule of work hours and responsibilities, normally two working days a week for the semester (30+ days for 6 credits).
3. To adjust to shifting agency priorities and work demands during the semester.

B. To the Instructor:

1. To turn in to the instructor bi-weekly journal accounts that facilitate monitoring the progress of the internship: a brief summary of each working day's activities, observations about what you learned, and how your experiences relate to your academic training (handwritten bi-weekly reports, which will be returned to you for inclusion in the final course portfolio).
2. To attend three evening seminars with other interns during the semester to discuss assigned topics and share experiences and problems:
 - a. a discussion of the mandates and structure of your agency. Some, but not all of the questions you should address are: the legal foundation of the agency; the sources of funding; the staffing; the procurement and assignment of tasks; links between the agency and governmental institutions (4-5 typewritten double spaced pages, due at the first evening seminar);
 - b. a discussion of how activities of your agency relate to geography/urban studies (3 typewritten double spaced pages, due at second evening of seminar);
 - c. a discussion of the resources (books, articles, data, equipment) required for completion of your tasks; (preliminary version of this due for discussion at third evening seminar; notes will be sufficient then).

3. To assemble a professional portfolio for the instructor to evaluate, consisting of agency output for which you had responsibility. This would include memos, copies of descriptions of projects, reports, etc. The course portfolio should include all of the following:
 - a. the scope of services agreed upon
 - b. completed bi-weekly journal
 - c. professional portfolio; duplicates of reports, maps should be included for our files, if possible;
 - d. a chronological report on a single agency project from start to finish (preferably one you are working on). A simple chronology is sufficient, identifying the key dates and time period and explaining in brief paragraphs why each period of time was important for the project;
 - e. an annotated bibliography of at least five "course materials" you used or might find useful, from the agency's library.

The completed portfolio is to be submitted on the first day of final exams.

II. Agency/Organization Responsibilities

A. To Provide the Student:

1. with a work assignment commensurate with their academic training which will provide students with a chance to implement their learning in a practical environment and which incorporates the student into the overall work program of the agency;
2. with guidance in the development of an appropriate "Scope of Services" agreement
3. with experiences and assignments which will also further broaden or enlarge upon the student's educational experience;
4. with periodic feedback on their performance so that students will be better able to assess their progress.

B. To Provide the Instructor:

1. with a list of opportunities prior to the semester so that students can be directed to appropriate placements;
2. with informal feedback during the course of the semester and a formal assessment of student performance at the end of the internship. This assessment is normally worth 50% of final grade.

III. Instructor Responsibilities

A. Placement - Prior to Internship:

1. to insure that students are placed only in agencies which will both employ them properly and further their educational experience, and will not subject students to discrimination or harassment in the performance of the internship.
2. to insure agencies that those students placed with them possess the background and motivation to make positive contributions to their work;
3. to assemble and transmit to agencies the materials necessary for proper placement;
4. to coordinate the initial meeting with the agency

B. During the Internship:

1. to visit each agency at least once during the semester and to contact by telephone periodically to monitor student progress toward goals established in scope of services (third or fourth week for visit);
2. to coordinate seminars in which students can exchange insights, experiences and problems arising from their placement; and
3. by conversation and prompt response to journals, to maintain the internship as an effective learning process. This responsibility includes assuring that the student is not subject to discrimination and harassment.

C. Evaluation - At Semester End:

1. to visit each agency at the end of the semester for consultation on agency evaluation of student performance;
2. to evaluate student course portfolios, including professional portfolios, journals, reports and participation in seminars;
3. The final grade for the course will be based both on (a) work at the agency and the agency's and the faculty supervisor's evaluations of it, and (b) the intern's course portfolio.