



PLANNING INTERNSHIP

Course No: PLAN 3018, 3028, 3038, 6018, 6028, 6038

This form may be used to satisfy up to three semester hours of the required professional planning courses section of the BS in Community and Regional Planning.

CATALOG DESCRIPTION: Minimum of 50 hours of professional work responsibility per semester hour of credit. May be repeated for maximum of 6 s.h. P: Completion of a minimum of 9 s.h. of planning courses and consent of internship coordinator based upon student's submitting written proposal indicating applicability of planning internship to his or her educational and professional objectives. Supervised experience with professional planning personnel in approved agency or organization.

OBJECTIVES:

- A. Students will develop a first-hand understanding of the operation of a professional planning agency/organization.
B. Students will be provided an opportunity to apply classroom-acquired knowledge and skills in an experiential learning situation.

INTERNSHIP CONTRACT

This is a three-party agreement between:

1. Name of intern

2. Name of institution or agency hosting the internship

Represented by Name of intern's supervisor at the Agency

3. Community and Regional Planning Program, Department of Geography, Planning, and Environment, East Carolina University Represented by Name of faculty member directing the internship

The purpose of this agreement is to define the responsibilities of the parties in connection with the Student's internship at the Agency, in order to provide an appropriate educational experience for the Student.



The Student agrees:

1. To report to the Supervisor for a total of _____ clock hours between
the starting date of the Internship: _____ (date) and
the ending date of the Internship: _____ (date).
2. To enroll in ECU course _____ in the Fall, Spring, Summer I, Summer II semester of
_____ (year), for _____ hours of academic credit (s.h. as indicated below).
* *Course No: PLAN 3018 (1 s.h.), 3028 (2 s.h.), 3038 (3 s.h.), 6018 (1 s.h.), 6028 (2 s.h.), 6038 (3 s.h.)*
3. To perform the tasks designated by the Supervisor, as described in Appendix B.
4. To perform the academic work described in Appendix B, and any other academic work assigned by the Faculty Internship Organizer.
5. To provide to ECU a statement of the applicability of the Planning Internship to his educational and professional objectives in **Appendix A**. The student should clearly indicate in one or two paragraphs how the internship will benefit him/her.
6. That he/she is not made an employee or agent of the Agency or of ECU by this Agreement.

The Agency agrees:

1. To assign educationally meaningful tasks to the Student, as described in **Appendix B**, and to oversee and instruct the Student as necessary in the completion of these tasks. The internship may include attending at least one governmental meeting (planning board, historic commission, city council, etc.) to familiarize the student with the local government decision-making process.
2. To have the Supervisor confer with the Faculty Internship Organizer during the Internship in connection with the Student's progress. A written evaluation of the student's work (*Evaluation Report I (Mid-point)* on page 6) will take place upon completion of one-half of the intern's work hours. This evaluation will be done by the intern supervisor, and a copy will be given to and discussed with both the student and the Faculty Internship Organizer.
3. At the end of the Internship, to submit to the Faculty Internship Organizer an *Evaluation Report II (Final)* (on page 7) of the Student's performance and to recommend a grade based on the student's performance/work during the semester. This evaluation will be done by the intern supervisor, and a copy will be given to and discussed with both the student and the Faculty Internship Organizer.
4. These two evaluations will be carefully considered by the Faculty Internship Organizer in the awarding of the final course grade. **The final responsibility for the course grade rests, of course, with the Faculty Internship Organizer not the agency supervisor.**

The Planning Program agrees:

- I. To assess the Student's work based on conferences between the Supervisor and the Faculty Internship Organizer, and all written and other work to be submitted by the Student as described in Appendix B.
2. To submit a grade for the Student in the Internship Course that reflects the Student's performance of the Internship and any other requirements of the Internship Course. The two evaluations provided by the Agency will be carefully considered by the Faculty Internship Organizer in the awarding of the final course grade. **The final responsibility for the course grade rests with the Faculty Internship Organizer not the agency supervisor.**
3. To assess the academic quality of the Internship, and to provide the Agency upon request with a written evaluation of the assessment.

Signatures:

For Student:

Student

Date

For the Agency:

Supervisor

Date

For the Community and Regional Planning Program:

Faculty Internship Organizer

Date

Director of the Planning Program

Date

Appendix A.

(To be completed by the Student) Statement of the applicability of the Planning Internship to his/her educational and professional objectives in Appendix A. The student should clearly indicate in one or two paragraphs how the internship will benefit him/her.

Appendix B.

(To be completed by Supervisor) Tasks to be performed by the Student in connection with the Internship include, but are not limited to:

(To be completed by the Faculty Internship Organizer) Other work to be submitted to the Faculty Internship Organizer by the Student:

In addition to the Contract and Evaluations, you **MUST SUBMIT**:

- 1) a daily work log (showing what you work on each time on what project and what capacity)
- 2) work examples (the more, the better)
- 3) photos of YOU at work
- 4) your reflections about the internship (3-5 pages descriptive)

I will share a OneDrive with you so that you can submit all materials with me. All materials must be submitted by Friday of Week 14. Please aware that all internship courses are letter-graded (A, B, C, D, and F). Without proper documentation, you won't receive a good grade even if your supervisor will evaluate an "A" on your work.

Accepted and approved by:

Student:

Supervisor:

Faculty Internship Organizer:

Program Director:

PLANNING INTERNSHIP
Evaluation Report I (Mid-Point)

This form is to be submitted upon completion of 1/2 of the intern's work hours. For example, 3018 and 6018 students would be evaluated after completing 25 hours, 3028 and 6028 students after 50 hours, and 3038 and 6038 students would be evaluated after 75 hours.

Intern's Name: Semester / Year:

Employer's Agency: Course Number:

Evaluation: Please evaluate the intern according to the following scale:

C = Commendable S = Satisfactory N = Needs Improvement

Item	Grade*	Comments
Personal Appearance (Neatness)	C / S / N	
Work Habits	C / S / N	
Attitude	C / S / N	
Efficiency of Time	C / S / N	
Interaction with Staff	C / S / N	
Accuracy of Work	C / S / N	
Promptness	C / S / N	
Initiative	C / S / N	
Quality of Work	C / S / N	

Summary of Hours: List projects/tasks that have been done and the approximate number of hours spent on that project/task. If more space is needed, please use the reverse side of this form.

Project / Task	Number of Hours

Additional Supervisor's Comments:

Note to Employer: Before returning this form, please provide feedback to your intern by reviewing the above evaluation with him or her. Thank you.

Evaluated by: _____ Date: _____

Intern's Signature: _____ Date: _____

Please return this form to: Community and Regional Planning Program
Department of Geography, Planning, and Environment
East Carolina University
A-216 Brewster Bldg, Mail stop 120, Greenville, NC 27858-4353

EMPLOYER'S INTERN FINAL EVALUATION FORM

Evaluation Report II (Final)

Name of Student: _____ Student's Major: _____

Supervisor's Name/Title: _____

Employing Agency/Address: _____

INSTRUCTIONS: The immediate supervisor will evaluate the student objectively, comparing him/her with other students of comparable academic level, with other personnel assigned the same or similarly classified jobs, or with individual standards.

Relations with Others		Attitude-Application to Work	
	Exceptionally well accepted (5)		Outstanding in enthusiasm (5)
	Works well with others (4)		Very interested and industrious (4)
	Gets along satisfactory (3)		Average in diligence and interest (3)
	Has some difficulty working with others (2)		Somewhat indifferent (2)
	Works very poorly with others (1)		Definitely not interested (1)
Judgment		Dependability	
	Exceptionally mature (5)		Completely dependable (5)
	Above average in making decisions (4)		Above average in dependability (4)
	Usually makes the right decision (3)		Usually dependable (3)
	Often uses poor judgment (2)		Sometimes neglectful or careless (2)
	Consistently uses bad judgment (1)		Unreliable (1)
Ability to Learn		Quality of Works	
	Learns very quickly (5)		Excellent (5)
	Learns readily (4)		Very good (4)
	Average in learning (3)		Average (3)
	Rather slow to learn (2)		Below average (2)
	Very slow to learn (1)		Very poor (1)
Attendance		Punctuality	
	Excellent (5)		Excellent (5)
	Very good (4)		Very good (4)
	Average (3)		Average (3)
	Below average (2)		Below average (2)
	Very poor (1)		Very poor (1)

Overall Performance:

Excellent (5)	Very Good (4)	Average (3)	Below Average (2)	Very Poor (1)

Additional Remarks:

THIS REPORT HAS BEEN DISCUSSED WITH STUDENT () YES () NO

Supervisor's Signature: _____ Date: _____

**STUDENT PROFESSIONAL DEVELOPMENT
DOCUMENTATION OF HOURS WORKED**

_____ (Student name) has worked _____
hours during the period
from _____ to _____.

Company/Organization

Student's Supervisor's Signature

Date

Please return this form to:

Community and Regional Planning Program
Attn: Internship Coordinator
Department of Geography, Planning, and Environment
East Carolina University
A-216 Brewster Building
Mail stop 120
Greenville, NC 27858-4353