Community and Regional Planning Program
Department of Geography, Planning, and Environment
Thomas Harriot College of Arts and Sciences
A-216 Brewster Building
Greenville, NC 27858-4353
252-328-6465 office I 252-328-1527 fax

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.

P A B

Planning
Accreditation
Board

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   <u>Fall</u>   <u>Spring</u>   <u>Summer I</u>   <u>Summer II</u> 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 1 (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. **<u>The final responsibility for the course grade rests, of course, with the Faculty Internship Organizer not the agency supervisor.</u>**

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:

Accepted and approved by:

Student: _____

Supervisor: _____

Faculty Internship Organizer: _____

Program Director: _____