CP 796: City Planning Internship
Course Syllabus: Spring 2014

Instructor: Patricia A. Frosio, Lecturer/Jack McGrory Internship Advisor
Office: PSFA 164
Office Hours: Mon/Wed: 8:00 am - 1:45 pm; Tues/Thurs: 11:00 am-6:00 pm
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Course Overview:
The internship in urban planning is an important component to the MCP program. An internship is essential to a student’s ability to practically apply classroom theory to addressing urban planning issues while successfully positioning the student for professional employment after graduation. Internships may take place in public or non-profit sector agencies or private firms and involve tasks such as the preparation of community plan updates, General Plan amendment and transportation elements; researching and compiling data; GIS mapping; facilitating public outreach and information campaigns; and, other duties to support important urban and regional planning policy.

Credit Hours Per Internship Service Hours: 120 hours = 3 units; 240 hours = 6 units

Learning Objectives:
The objectives of this course are to:
1) Give students practical experience in the field of urban and regional planning;
2) Apply theories and principles of urban planning in a community-based setting;
3) Provide students with additional professional contacts and networking opportunities in this field;
4) Allow students to develop their leadership abilities in professional planning settings;
5) Support students’ professional growth and development so they can be extraordinary in the workplace and distinguish themselves from their peers;
6) Enhance students’ understanding of the particular office/organization they are working in;
7) Evaluate and compare the students’ experience and observations with scholarly literature and other coursework; and,
8) Enhance students’ self-awareness about the type of career they would like to pursue (or not pursue) following completion of the MCP Program.

Course Requirements and Grading:
Each student will receive a final grade in the course of CR or NC. The student’s final grade in the course will be based on completing the requirements in this syllabus and the Student’s Special Study Authorization Contract.

Course Format:
This course is an independent study course where the student completes course requirements according to the terms of the student’s individual Special Study Authorization Contract. Students submit completed writing assignments via Blackboard. Students are only required to attend two mid-semester meetings. The first meeting will consist of an ethics and professional workplace training, which is now required for all students enrolled in the School of Public Affairs’ internship courses. The second meeting will be a venue for students to share their respective internship experiences with the instructor and their classmates and participate in a guided discussion about their professional growth.
Mid-Semester Meetings:
Meeting #1: Professional Ethics/Workplace Readiness (Locations TBA on Bb)
Option one: Thursday, February 13, 3:00 – 4:30 pm
Option two: Friday, February 14, 8:30 – 10:00 am
Option three: Friday, February 14, 3:00 – 4:30 pm

Meeting #2:
*Tuesday, March 18, 3:00 – 3:50 pm PSFA 114
(Note: Date/Time will be confirmed after school begins to ensure there is not a conflict with another course)

Internship Course Process and Activities (summary):
• Each student meets with the instructor individually to discuss career goals and develop a plan to apply for pre-approved, competitive internship positions before the semester begins. **Students are not permitted to independently obtain an internship assignment for credit in CP 796 without working with the instructor.** - if there is a particular internship publicly announced by an agency you are interested in pursuing, check with the instructor in advance to make sure it meets the **requirements for course credit.** Internship assignments must be in the field of urban planning or in a closely related area.
• The student contacts the instructor once any contact has been made by the targeted agencies and when a conditional offer has been received. The student then immediately turns in the **Intern Assignment Placement Report,** (available on Bb) filled out by the student and signed by the student’s supervisor.
• The instructor will then provide the student with a **Special Study Authorization Contract.** This contract constitutes an agreement between a faculty member and student regarding projects that will be completed at the internship site and assignments to be completed for the course. **A Completed Special Study Authorization Contract is required to secure enrollment in the course.**
• **The student will attend two mid-semester class meetings (see above).**
• **The student must satisfactorily complete each writing assignment** for the course in accordance with the requirements and deadlines provided (see below) or the student will not earn course credit, no exceptions.
• The student will **work 120 hours at the same agency in order to earn 3 units or 240 hours to earn 6 units** toward graduation and complete the MCP program’s internship requirement. These hours **must** be completed by Tuesday, May 13, 2014, along with the MCP Internship Analysis and performance evaluation, or the grade of NC will be earned for this course. No exceptions.
• After the student completes the designated number of hours, the student will provide his/her internship supervisor with the **MCP Intern Evaluation Form** (available on Bb). The student must hand deliver the completed evaluation to the instructor during her office hours any time after the internship hours have been completed but **no later than Tuesday, May 13, 6:00 pm** in order to earn a passing grade in the course.

Student Conduct:
Students working as interns through the CP 796 course are representing San Diego State University and their work reflects upon the School of Public Affairs, the MCP Program and fellow students. As a result, professional conduct by students is required throughout the internship process. **Breaches in ethical conduct at the internship site or with the instructor can result in referrals to the Campus Student Rights and Responsibilities Office for disciplinary action.** Interns should respect the policies and work rules of the agencies for which they work, especially in regards to confidential information and demonstrate extraordinary initiative, work ethic and performance.
**BI-WEEKLY JOURNALS:**
Beginning on February 17 through April 21, students will submit bi-weekly journal entries on the first and third Mondays of the month (see due dates listed under the journal assignments in Bb). The purpose of this assignment is to keep in regular communication with the instructor about the internship activities. In addition, this assignment assists the student in professional development through an ongoing reflection of purposeful efforts to be extraordinary in the workplace, develop skills employers are seeking in applicants and apply academic concepts to observations in the workplace. Sections 2, 3, 4 and 5 should each be a minimum of four (4) sentences in length.

1) Number of hours worked since the beginning of the internship (for credit this semester).
2) Summary of duties performed during this reporting period.
3) Discussion of efforts made during this period to demonstrate extraordinary work ethic and initiative (other words, doing more than what was expected of you as this initiative is the only way you’re going to get noticed in this competitive field).
4) Discussion of special efforts made during this reporting period to focus on development of one or more of the following skills employers are seeking in applicants: Critical thinking, ethical decision making, good attitude, teamwork skills and effective communication.
5) Application of relevant academic coursework/literature within the context of observations made during this reporting period at the internship (i.e. theories and concepts learned in city planning courses).

**NOTE:** The instructor will be providing individualized feedback on the journal entries, which may include questions or information to provide in future entries, so please take the time to review the feedback after receiving the Bb announcement that entries have been reviewed.

**MCP INTERNSHIP ANALYSIS:**
The MCP Internship Analysis should be a minimum of eight (8) pages (double-spaced). The analysis must contain the following three sections, which constitutes a critical commentary on professional practice based on a review of academic literature and the student’s experience/observations:

I. **Organization/Internship Overview**
This section will provide an overview of the agency including mission, organizational objectives, annual budget, number of employees, number of residents (or clients) served, identification of stakeholder groups and any other relevant information. This section will conclude with a description of the internship duties and the student’s contributions to the overall mission of the organization.

II. **Literature Review**
Using a minimum of six (6) peer-reviewed scholarly journal articles in addition to other sources as appropriate, this section will discuss current academic literature and research (within the past five years) pertinent to a specific planning or redevelopment function most directly related to the student’s internship assignment. (Please consult with the instructor if you require guidance in the focus of the literature review). Sources should contain literature and research studies evaluating the type of planning and/or current challenges in terms of funding, community support, political environment etc. This section of the paper should be a minimum of five (5) pages in length. Work should be cited in APA format and include a references page at the end of the paper.
III. Critical Review

This section will discuss what was learned substantively about the city planning and what was learned procedurally about the process of city planning and decision making. The student will then compare or contrast his/her experiences to the academic literature reviewed in section II and other coursework. This section will conclude with how the experience helped the student become a more effective practitioner and reinforced or changed the student’s career goals.

Due: Tuesday, May 13, 11:59 pm (via Blackboard)

PERFORMANCE EVALUATION:
After the student has completed the required number of service hours according to her/her enrollment and Special Study Authorization Contract, he/she should complete the top section of the MCP Internship Evaluation (available on Bb) and provide to his/her supervisor to fill out and discuss with the student. This form also provides proof to the instructor that the student completed the minimum number of service hours.

This form needs to be hand-delivered to the instructor during her office hours anytime during the semester once the student has completed the minimum number of service hours, but no later than Tuesday, May 13, 6:00 pm. Please plan on staying for a few minutes to discuss the evaluation and your takeaways from the internship experience.