



URBAN STUDIES AND PLANNING, 0517
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LA JOLLA, CALIFORNIA 92093-0517

August 7, 2009

Prospective Internship Supervisor:

The Urban Studies and Planning Program at the University of California, San Diego is seeking student internship placements for its undergraduate majors. USP seniors are required to complete 100 hours of an internship during the period from October, 2009 through February, 2010. The internship component of the USP major is part of an intensive, two-quarter sequence of research methods and writing courses. Our interns are well trained, highly motivated, and especially eager to get hands-on practical experience.

We ask you to consider placing one or more of our students within your organization. If you offered a placement in the past, we appreciate that very much and we hope you will do so again. While participating in a USP internship, we ask that you provide an appropriate level of supervision and training. The intent is to create a mutually rewarding experience for the student and your office.

A brief description of the *Urban Studies and Planning Program* and the outline of *Guidelines for Internship Supervisors* are included with this email. If you would like to establish an internship in your organization, please fill out the attached internship placement listing form designed for this purpose.

You can email the form to USPProgram@ucsd.edu, or print the form, complete and mail or fax to 858-534-1691. We would appreciate receipt of your internship application by Friday, September 11, 2009. Students begin selecting and interviewing for positions in late September. Thank you for your consideration.

Sincerely,

Handwritten signature of Steven P. Erie in black ink.

Steven P. Erie, Ph.D.
USP Director

Handwritten signature of Keith Pezzoli in black ink.

Keith Pezzoli, Ph.D.
USP Supervisor of Field Studies