

URBAN STUDIES AND PLANNING PROGRAM

UNIVERSITY OF CALIFORNIA, SAN DIEGO

Urban Studies and Planning is a social science interdisciplinary program that provides students with a variety of perspectives for understanding the development, growth, and culture of cities and the communities within them. Course work introduces the ways different disciplines understand cities and the societies of which they are a part. The upper division senior sequence, including an internship requirement, allows students to design and conduct original research.

The Urban Studies and Planning Program brings together a community of students with diverse interests and goals. After graduation students enter graduate schools or begin careers in a range of fields, including: public policy, law, planning, architecture, urban design, environmental research, real estate, business, public health, education, and social services. The Urban Studies and Planning degree prepares students to think clearly and act creatively about the problems and prospects of cities and regions.

URBAN STUDIES AND PLANNING INTERNSHIPS

The Urban Studies and Planning internships provide undergraduate seniors the opportunity to acquire valuable work experience in a field related to their academic focus and career interests. Through an internship, students gain practical experience outside the classroom and participating employers gain the services of highly motivated young people eager to prove themselves in a professional environment.

GUIDELINES FOR INTERNSHIP SUPERVISORS

*This is an academic program;
compliance with these guidelines is very important.*

1. Interview the student(s) referred to your office.
2. When a student satisfies the position criteria, develop the project assignment. The project/job description must be outlined before the student starts the internship.
3. Complete the student's **Internship Contract Agreement** describing the proposed assignment with the student.
4. Establish a clear understanding with the student on organization policies, especially guidelines on confidential information.
5. Submit a revised *Internship Contract Agreement* if there is a significant change in the student's project assignment during the internship.
6. Evaluate the student's performance at the end of the internship via our form designed for this purpose. We will send you a reminder about filling out this evaluation as the time for it draws nearer. You will have the option to submit the evaluation via fax, email, or postal service.

The hiring criteria for interns must be based on eligibility and qualifications, without discrimination due to race, creed, national origin, sex, age, handicap, or sexual orientation.