



University of Wisconsin – Milwaukee  
*College of Letters and Science*

## URBAN STUDIES INTERNSHIP REQUIREMENTS (approved 1/12)

### Course Description:

The departmental internship is designed as a learning experience in which students work in a business, educational, professional, or other appropriate setting performing tasks related to Urban Studies. In addition, the internship provides an opportunity for students to apply what they have learned in prior course work to an actual work setting. The internship experience is performed under the supervision of an employee of the sponsoring agency or organization, and its academic component is monitored by a department faculty member.

### Eligibility:

To enroll in an internship, students must:

1. Have a cumulative GPA of 2.25 or higher if an undergraduate; have a cumulative GPA of 3.0 or higher if a graduate student,
2. Have freshman or sophomore standing for a 289 internship and junior or senior standing for a 489 internship; or graduate student standing for a 927 internship; and
3. Find a suitable internship, and identify an on-site supervisor for the internship; and
4. Meet with the Associate Director of Urban Studies, who will serve as the faculty supervisor, if an undergraduate; or find an appropriate faculty supervisor, if a graduate student; and
5. Submit the Urban Studies Internship Agreement form for approval by the Associate Director of Urban Studies and/or the Director of Urban Studies.

### Course Procedures:

- Fill out the Urban Studies Internship Agreement form (available on the Urban Studies canvas website) that defines the student's responsibilities, outlines the nature of the training and internship activities, and delineates the role of the supervising agency or organization.  
NOTE: If the internship involves confidentiality (patient/medical records, etc.) the supervising faculty member must contact Cindy Piercy at [cindy@uwm.edu](mailto:cindy@uwm.edu) regarding the preparation of an Affiliation Agreement between the University and the agency.
- Provide copies of the USP Internship Agreement form to the Urban Studies program, the faculty supervisor, and the on-site supervisor.
- Send a brief journal entry to your faculty supervisor every two weeks. This journal entry should address these topics and questions:
  - Summarize your tasks/projects for the previous two weeks.
  - What was one thing that happened that surprised you or was especially exciting?
  - What was one thing that happened that was difficult or challenging to complete or deal with?
  - What was one thing that you learned or found especially interesting or meaningful?
  - Give some description of the organization you are involved with. Describe briefly its mission/service delivery, client base/neighborhood it serves, some discussion of the structure and culture of the organization (organizational size and hierarchy, revenue sources, grassroots vs. professional, etc.).

- At the end of the semester/internship, the intern must submit three documents:
  1. An informative one-page memo on the workplace and working conditions that will be put on file to provide information for future students searching for an internship (Put yourself in the position of a student looking for an internship. What would they want to know about a particular place?).
  2. A paper addressing the relevance of your internship to your academic work in urban studies:
    - i. Undergraduate students should prepare a reflection paper of 2000-2500 words (8-10 pages), which draws on your journal entries and analyzes some particular aspect of the agency/organization and your internship work there with an urban studies focus/context.  
Ties in two or more readings from the urban studies literature in your paper that are pertinent to the organization/project/community that you were involved with and grounds your experiences in a larger theoretical or historical context
    - ii Graduate students should submit a scholarly paper of 5000-8000 words. The topic should be developed with the involvement of your academic advisor for your graduate program.
  3. The Evaluation of Urban Studies Intern form. The student should provide the agency/on-site supervisor with this form to complete and send directly to the Urban Studies Program. See the form for due dates.

### **Assignment Policies:**

The writing assignments (workplace memo and paper) are due on the last day of the semester, or earlier as arranged with the faculty supervisor. See the Evaluation of Urban Studies Intern form for its due date.

### **Institutional Choice and Kind of Work:**

- Given the wide range of urban studies applications, any employer who would potentially hire an urban studies student is a viable choice. Examples include (but are not limited to) municipal, county, state, or federal government, utility companies, market research and advertising firms, non-profit organizations, transportation consultants, government ministries, publishers, and the media.
- The intern is expected to conduct the same type of work as a fully paid employee in the institution where the internship takes place. This may include (but should not be restricted to) routine work.

### **Special Out-Of-Class Requirements:**

- The student has to find a potential internship institution and needs to identify an instructor in the Urban Studies program to act as their liaison and academic supervisor (if undergraduate, the Associate Director serves in this role). Students are responsible for locating their own internships. UWM does not screen the internship sites, and students should investigate opportunities to their satisfaction before making any commitments.
- Before the actual start date of the internship, the internship institution's representative ("agency or on-site supervisor"), the student, and the academic advisor should discuss the specific content of the internship. The Urban Studies Internship Agreement form, outlining the content of the internship and the rights and responsibilities of each party, should be drawn up and a copy given to each party.
- During the course of the internship, if the student experiences any on-site difficulties, such as being asked to do work beyond the scope of the internship agreement, or harassment, the student should report such matters to the faculty supervisor for assistance with them.

### **Course Hours, Credits, and Number of Internships:**

The intern is expected to perform 40 hours of internship work for each credit taken. The number of credits (1-6) granted for the internship is subject to the approval of the supervising faculty member and is based on the complexity of the academic component. Internship work hours will be set according to the time needed for experience that supports the academic work. **Note:** Undergraduates may complete up to 3 credits per internship (120 + hours), and a maximum of two different internships, which can be applied to the major or certificate.

### **Safety Policies:**

Some internships have a higher-than-average occupational hazard. The student is expected to follow all safety procedures customary in the industry or business, where the internship takes place. Safety policies should be part of the three-party discussion referred to above.

### **Special Skills Required of Students Beyond the Formal Prerequisites:**

Some institutions require special skills such as a driver's license, physical fitness, or specialized GIS experience. It is the student's responsibility to inquire about such requirements before the beginning of the internship. All special requirements should be mentioned explicitly in the contract referred to above.

### **Other Considerations:**

1. Students who register for an internship without completing the necessary paperwork will be dropped administratively from the course.
2. Internships may be paid or unpaid; however, they cannot be part of a regular employment or job relationship.
3. Interns are encouraged to request a debriefing session with the on-site coordinator after the internship is completed.
4. The faculty supervisor is expected to guide the student based on the student's written work. The faculty supervisor should also meet with the student to discuss her/his experience of the internship and the evaluation from the on-site supervisor.



Urban Studies Internship Agreement

Name of Student \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Semester enrolled: \_\_\_\_\_ Year: \_\_\_\_\_ Credits to be earned: \_\_\_\_\_

Course Number: \_\_\_\_\_

Department: Urban Studies:

Faculty Supervisor: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_

\*\*To be filled out by Agency/On-site Supervisor:

Agency or Department where Internship will take place: \_\_\_\_\_

Agency/On-site Internship Supervisor: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_

The Agency/On-site Supervisor may also send a letter of offer of internship to the Faculty Supervisor/USP Associate Director (jmh@uwm.edu) that includes a description of internship activities, and approximate hours/week and total hours.

Description of Internship Activities (complete below); Approximate hours per week \_\_\_\_\_

Multiple horizontal lines for writing the description of internship activities and approximate hours per week.



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### Urban Studies Internship Agreement

Expected hours student will perform internship work: \_\_\_\_\_

Dates of internship: \_\_\_\_\_

Approximate hours/week: \_\_\_\_\_

Total Hours: \_\_\_\_\_

Students are responsible for locating their own internships. UWM does not screen the internship sites, and students should investigate opportunities to their satisfaction before making any commitments. Also, by signing below, the student acknowledges that s/he has been advised to procure adequate health insurance in the event of an internship-related accident or injury, and that no such coverage is provided by UWM or the student's internship site.

Students are also responsible for reporting regularly to their faculty supervisors regarding the work done and conditions of the internship. In addition, the student is responsible for providing the Agency/On-site Internship Supervisor with the Internship Evaluation form to be submitted near completion of the internship. Please see the Internship Requirements information sheet for further details.

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Director: \_\_\_\_\_ Date: \_\_\_\_\_

#### Urban Studies Contact Info:

Carrie Beranek, University Services Program Associate  
[beranekc@uwm.edu](mailto:beranekc@uwm.edu)  
Urban Studies Programs  
Bolton Hall 702  
Milwaukee Wisconsin, 53201



Evaluation of qualities of the intern observed during the internship. Select **one** evaluation level for each area by marking an “X” under that level that represents the intern’s performance.

Criteria	Excellent	Good	Average	Poor	Does Not Apply
Ability to adapt to a variety of tasks					
Decision making; judgement; setting priorities					
Ability to critically analyze					
Persistence to complete tasks					
Reliability and dependability					
Enthusiasm for the experience					
Attention to accuracy and detail					
Willingness to ask for and use guidance					
Ability to cope in stressful situations					
Ability to meet deadlines					
Professionalism					

Additional comments:

Signature of On-site Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Completed evaluations should be emailed to the Associate Director, Jamie Harris ([jmh@uwm.edu](mailto:jmh@uwm.edu))

Or they can be mailed/faxed to:

Urban Studies Programs  
 Attn: Carrie Beranek  
 University of Wisconsin-Milwaukee  
 P.O. Box 413  
 Milwaukee, WI 53201  
 Fax: 414-229-5942