

Department of City & Metropolitan Planning

University of Utah

# Internship Handbook

Guidelines for completing CMP 6954

## Introduction

The professional internship is an important component of the Master of City & Metropolitan Planning (MCMP) Program at the University of Utah. This learning experience offers the opportunity to integrate and test the skills and knowledge accumulated during the academic program of study. The internship offers challenging professional work experiences that will expose the student to the myriad demands in the workplace.

This handbook is designed to answer many of the questions you might have to assist you with early preparation for the internship. Read the booklet thoroughly and direct any questions you may have to the MCMP Program Coordinator.

## Overview

CMP6954 Professional Internship is an elective for MCMP students. Students must find an acceptable internship assignment that provides field experience in urban planning, public policy, community development or related area. The internship is carried out under the direction of both a worksite Internship Supervisor and the MCMP Program Coordinator.

The intern is required to submit a final report that will accompany their worksite Internship Supervisor's evaluation of their work at the completion of the Internship period. At the end of the semester the student will submit a final report that outlines lessons learned. The final report will be evaluated by the MCMP Program Coordinator.

Students may receive 1 to 4 hours of credit and may enroll in the internship more than one time for a maximum of 4 credit hours.

<b>Hours of Credit</b>	<b>Minimum hours of work</b>	<b>Duration</b>
1	48	One semester
2	96	One semester
3	144	One semester
4	192	One semester

For example, to receive 3 credit hours, the internship must include a minimum of 144 hours of work over a period of not less than one full academic semester (15 weeks). This is equivalent to approximately 10 hours of work per week. During the summer this is equivalent to approximately 15 hours over 11 weeks.

## Learning Outcomes

The student's final report should demonstrate achievement of program core competencies by linking the internship experience to the following identified learning outcomes for the MCMP program:

1. Understand the purpose of planning, history of cities throughout the world, the range of planning theory advanced to understand the structure and function of cities, planning law, ecological/sustainability planning, land use and transportation planning, urban design methods and practices, and mechanisms for bringing people together to envision and realize better futures.
2. Acquire skills to undertake relevant research; think strategically as well as tactically; communicate

clearly and effectively with a wide range of audiences through oral, written, and visual/graphic means; and engage in impactful practice through the development of plans and the ability to evaluate them and advance alternatives.

3. Collaboration: Work effectively to create plans and build teams with allied disciplines and professions as well as the range of stakeholders in any given project.
4. Leadership: Provide leadership in enhancing the livability of communities locally and globally as well as to the profession and discipline of planning.
5. Innovation, Creativity, and Entrepreneurship: Proactively source and synthesize a wide range of quantitative and qualitative information to generate and employ new knowledge and methods that advance the health and well-being of places and communities as well as the planning discipline and profession.

## Step 1: Registering for CMP6954

Successfully securing an internship requires that the student properly complete each step of the application procedure (if the student has already identified an internship, skip to #3 below) Specifically:

1. **ONE FULL SEMESTER BEFORE** the anticipated start of the internship the student should schedule a planning meeting with the MCMP Program Coordinator.
2. The MCMP Program Coordinator will assist the student with identifying appropriate internship opportunities. It is the responsibility of the student to forward a resume and a cover letter to the sponsoring organization for review. Campus career services can also help the student identify potential internship opportunities. A list of past internships is included in this handbook as well.
3. Once the sponsoring organization and subsequent internship has been identified the student must notify the MCMP Program Coordinator to seek for approval of the internship.
4. Once an internship has been approved, an internship agreement (Memo of Understanding) form is completed and signed by all parties. A copy of the form is included later in this handbook (Form 1).
5. Once the agreement is signed and approved by the MCMP Program Coordinator, the student can register for CMP6954.

## Step 2: Responsibilities during the Internship

### Student Responsibilities

The professional internship class provides the student with a valuable learning experience to complement the academic curriculum and plays a critical role in the developing career opportunities. Internships opportunities require both professional conduct and responsibility. The student's performance will be evaluated on how well they embodied the standards of professional behavior including appropriate dress, attitude and punctuality. During the course of the internship period, the intern is responsible for following the policies and rules of the sponsoring organization. Questions about this should be directed to the sponsoring Internship Supervisor.

Similarly, the sponsoring agency should meet the same professional standards. If the student has any concerns, they should be brought to the attention of the MCMP Program Coordinator.

## Role of the Internship MCMP Program Coordinator

The MCMP Program Coordinator will act as a resource for the intern during the internship, and if necessary, will act as a liaison between the intern and the sponsoring organization. At the completion of the internship, the MCMP Program Coordinator will grade the paper/project and journal.

## Role of the Sponsoring Organization

The sponsoring organization must be legally established and financially sound. A representative of the sponsoring organization must sign the internship agreement and if different assign a member of its staff as an Internship Supervisor. The Internship Supervisor should:

- Discuss the internship responsibilities and be available to answer questions and offer guidance to the intern.
- When necessary, hold meetings with the intern to discuss the intern's progress in meeting the objectives of the internship.
- Provide the intern with a suitable work environment.
- Complete the final evaluation report and return it to the MCMP Program Coordinator at the end of the semester. The evaluation form will be provided by the student at the beginning of the assignment.

## STEP 3: Getting Credit for the Internship

To receive credit for the internship, the student's supervisor must submit the evaluation (Form 2) and the student must submit their own evaluation (Form 3) as well as complete the reflection report. The report should demonstrate a student's ability to integrate essentially theoretical classroom and research experiences with the body of applied skills attained during the internship experience. The paper should demonstrate the student's grasp of theories, concepts, methods, and issues by relating them to aspects of the administrative context in which the student participated.

Be sure to include a summary of activities performed during the internship, noting any deviations from the agreement.

- How well did the internship experience integrate what you learned in your formal CMP course work?
- What did you gain from the experience, identifying problems if they occurred?
- Discuss the extent to which your educational objectives were achieved (see the learning outcomes above).
- Discuss the extent to which you believe that this internship helped prepare you to be a practicing planner.

We expect approximately 1,000 words per credit. For example, 3,000 words for 3 credit hours. Students will be expected to reference outside sources in the report, thus in-text citations and a properly referenced bibliography are expected.

The purpose of the reflective report is *not* to provide a narrative review of the student's day-to-day job duties, nor a sequential course-by-course review of the significance of the student's classroom experience; but rather it is to discern the student's ability to synthesize and apply what is relevant in this broad interdisciplinary field so as to acquire a fuller comprehension of the tasks performed by the intern student, his or her role in the agency, and the agency's place in the larger organizational context.

## Internship Opportunities

Students in the Department of City & Metropolitan Planning intern in public (50%), private (40%) and non-profit (10%) organizations. Many of the internships are based in the Metropolitan Salt Lake City area, though in the summer months students work in nearby states and beyond. Often times, these internships lead to full-time employment after graduation.

CMP students find internships at all levels of government (federal, state, regional and local). At the local governments level, students work in a wide variety of departments and offices including Planning, Zoning, Community Development, Economic Development, Redevelopment, Sustainability, Community Outreach/Engagement, Mayor and City Council, Transportation, and Community Services. In the private sector, students intern for architecture, engineering, transportation, planning, and real estate development firms. In the nonprofit sector, students intern for organizations with a focus on sustainability, conservation, social justice, affordable housing, community gardening, neighborhood improvement, and active transportation. See our website for a the most current list of internships.

Recent internship placements:

### **Local and Regional Government**

[City of Bountiful](#) (Bountiful, UT)  
[City of Cottonwood Heights](#) (Cottonwood Heights, UT)  
[City of Denver](#) (Denver, CO)  
[City of Holladay](#) (Holladay, UT)  
[City of Ivins](#) (Ivins, UT)  
[City of Lebanon](#) (Lebanon, TN)  
[City of Marina](#) (Marina, CA)  
[City of Ogden](#) (Ogden, UT)  
[City of Pittsburgh](#) (Pittsburgh, PA)  
[City of Riverton](#) (Riverton, UT)  
[City of Sandy](#) (Sandy, UT)  
[City of Saratoga Springs](#) (Saratoga Springs, UT)  
[City of South Jordan](#) (South Salt Lake, UT)  
[City of Taylorsville](#) (Taylorsville, UT)  
[City of West Jordan](#) (West Jordan, UT)  
[City of Draper](#) (Draper, UT)  
[Helper City](#) (Helper, UT)  
[Herriman City](#) (Herriman, UT)  
[Jordan River Commission](#) (Salt Lake, UT)  
[Murray City](#) (Murray, UT)  
[North Salt Lake](#) (North Salt Lake, UT)  
[Park City](#) (Park City, UT)  
[Provo City](#) (Provo, UT)  
[Salt Lake City](#) (Salt Lake, UT)  
[Salt Lake County](#) (Salt Lake, UT)  
[Sanpete County](#) (Sanpete, UT)  
[St. George City](#) (Salt Lake, UT)  
[Summit County](#) (Coalville, UT)  
[Tooele County](#) (Tooele, UT)  
[Town of Alta](#) (Alta, UT)  
[Town of Haddam](#) (Higganum, CT)  
[Town of Springdale](#) (Springdale, UT)  
[Utah Transit Authority](#) (Salt Lake, UT)  
[Wasatch County](#) (Heber, UT)

[Wasatch Front Regional Council](#) (Salt Lake, UT)  
[Wasatch Resource Recovery](#) (Cottonwood Heights, UT)  
[Weber Housing Authority](#) (Weber, UT)  
[West Valley City](#) (West Valley, UT)  
[Woods Cross City](#) (Woods Cross, UT)

### **State and Federal Government**

[State of Utah](#) (Salt Lake, UT)  
[Utah Army National Guard](#) (Salt Lake, UT)  
[Utah Commission on Service & Volunteers](#) (Salt Lake, UT)  
[Utah Division of Emergency Management](#) (Salt Lake, UT)  
[US General Services Administration](#) (Salt Lake, UT)

### **Planning, Architecture, Transportation Firms**

[AECOM](#) (Murray, UT)  
[Cooper Roberts Simonsen Associates](#) (CRSA) (Salt Lake, UT)  
[CDM Smith](#) (Salt Lake, UT)  
[Eaton Architecture](#) (Salt Lake, UT)  
[EPG](#) (Salt Lake, UT)  
[Fehr & Peers](#) (Salt Lake, UT)  
[H.W. Lochner](#) (Salt Lake, UT)  
[Hunsaker & Associates Irvine](#) (Irvine, CA)  
[IBI Group](#) (Salt Lake, UT)  
[JSA Architects, Interiors, and Planners](#) (Salt Lake, UT)  
[LSC Transportation Consultants](#) (Colorado Springs, CO)  
[Planning and Development Services, LLC](#) (Salt Lake, UT)  
[KRIHS](#) (Seoul, Korea)

### **Architecture, Design & Engineering Firms**

[Amfab Steel Specialties](#) (Woods Cross, UT)  
[Architectural Nexus](#) (Salt Lake, UT)  
[Atmosphere Studios](#) (Salt Lake, UT)  
[Blalock and Partners](#) (Salt Lake, UT)  
[Curtis Miner Architecture](#) (Pleasant Grove, UT)  
[Design West Architects](#) (Salt Lake, UT)  
[Ensign Engineering and Land Surveying](#) (Midvale, UT)  
[Epic Engineering](#) (West Valley, UT)  
[Fetzer Architectural Woodworking](#) (West Valley, UT)  
[GSBS Consulting](#) (Salt Lake, UT)  
[IWorQ Systems](#) (Logan, UT)  
[Jacobs Engineering Group](#) (Salt Lake, UT)  
[JUB Engineers](#) (Kaysville, UT)  
[Klugonyz](#) (Salt Lake, UT)  
[LPDJ Architects](#) (Salt Lake, UT)  
[Light Environmental Design](#) (Portland, ME)  
[Lythgoe Design Group](#) (Heber City, UT)  
[Otto/Walker Architects](#) (Park City, UT)  
[Petzl America](#) (Clearfield, UT)

### **Real Estate, Construction, Finance**

[Big Canyon Builders](#) (Lake Elsinore, CA)  
[Boyer Company](#) (Salt Lake, UT)  
[City Home Collective](#) (Salt Lake, UT)

[Coaster Construction](#) (Cannon Beach, OR)  
[Cushman Wakefield](#) (Salt Lake, UT)  
[Dumouchel Homes, Inc.](#) (West Jordan, UT)  
[Fox Construction](#) (Cottonwood, UT)  
[Development Associates](#) (Salt Lake, UT)  
[Hill & Company](#) (Salt Lake, UT)  
[IBM](#) (Somers, NY)  
[Intermountain Wind and Solar](#) (Woods Cross, UT)  
[JCS Builders](#) (Oak Park, IL)  
[Knowlton General](#) (Bountiful, UT)  
[Redfish Builders](#) (Salt Lake, UT)  
[RH Brokerage](#) (Salt Lake, UT)  
[Richmond American Homes](#) (Herriman, UT)  
[Robbelen Contracting](#) (El Dorado Hills, CA)  
[The Adams Company](#) (Kaysville, UT)  
[Utah First Title](#) (Orem, UT)  
[Wolf Creek Properties](#) (Eden, UT)

### **Nonprofits**

[Downtown Alliance](#) (Salt Lake, UT)  
[Envision Utah](#) (Salt Lake, UT)  
[Friends of Alta](#) (Alta, UT)  
[Local First Utah](#) (Salt Lake, UT)  
[National Council of Architectural Registration Boards \(NCARB\)](#) (Washington DC)  
[Neighborhood Housing Services](#) (Salt Lake, UT)  
[Open Space Lands Program](#) (Salt Lake, UT)  
[Parley's Rails, Trails & Tunnels](#) (Salt Lake, UT)  
[Real Food Rising](#) (Salt Lake, UT)  
[Recycle Utah](#) (Salt Lake, UT)  
[Sugar House Farmers Market](#) (Salt Lake, UT)  
[Sustain Utah](#) (Salt Lake, UT)  
[Sustainable Settings](#) (Carbondale, CO)  
[The Neighborhood House](#) (Salt Lake, UT)  
[Utah Housing Coalition](#) (Salt Lake, UT)  
[Utah Community Action](#) (Salt Lake, UT)  
[Utah Clean Cities](#) (Salt Lake, UT)  
[Utah Open Lands](#) (Salt Lake, UT)  
[Wasatch Community Gardens](#) (Salt Lake, UT)  
[Wild Utah Project](#) (Salt Lake, UT)

### **Universities**

[University of Utah](#) (Salt Lake, UT)  
[Utah State University](#) (Logan, UT)

### **Other**

[Snowbird Ski & Summer Resort](#) (Salt Lake, UT)

*CMP6954 Internship*

**Form 1: Internship Memorandum of Understanding**

Department of City & Metropolitan Planning  
University of Utah

Student's and Internship Supervisor's signatures are required on the form. A PDF or hard copy of the signed form should then be submitted to the Internship MCMP Program Coordinator for final approval. Any hours worked before all parties approve this form will not count towards the requirements of CMP 6954.

Student's Name: \_\_\_\_\_ ID # \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Semester/Year Enrolled in CMP6954 Internship: \_\_\_\_\_ Credit Hours \_\_\_\_\_

*This agreement between the student, the Department of City & Metropolitan Planning and the employer provides the following for the above-named student to be employed in a professional capacity.*

The student will receive his/her training in the following agency/firm:

\_\_\_\_\_

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

Student's Supervisor: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Is the student currently employed by the agency?  Yes  No

Please describe your firm/agency/practice (public, private or nonprofit and a very brief description):

What kind of projects do you plan to give to the student?

Will the student have direct public or client contact?  Yes  No If yes, please describe:

I, the undersigned have entered into an internship agreement with the agency listed above and agree to abide by the policies and procedures for internship credit in the Department of City & Metropolitan Planning at the University of Utah.

Signature of Student \_\_\_\_\_

Student's Name (printed) \_\_\_\_\_

Date \_\_\_\_\_

As Internship Supervisor for the above mentioned student in the Department of City & Metropolitan Planning at the University of Utah, I agree to provide mentorship and supervision according to the details offered above.

Signature of Internship Supervisor \_\_\_\_\_

Supervisor's Name (printed) \_\_\_\_\_

Title \_\_\_\_\_

Name of Agency \_\_\_\_\_

Date \_\_\_\_\_

*CMP6954 Internship*

**Form 2: Internship Employer Evaluation**

Department of City & Metropolitan Planning  
University of Utah

Name of Student Intern: \_\_\_\_\_

- Rating scale
- 1 – Failure to report
  - 2 – Does not meet expectations
  - 3 – Meets expectations
  - 4 – Exceeds expectations
  - 5 – Excels beyond expectations

<b>Ability to work with agency/firm and community</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/ A</b>
Understands of agency/firm purpose/function						
Understands agency/firm policies and procedures						
Plans, organizes, and uses time effectively						
Utilizes available resources wisely						
Obtains pertinent information/facts when needed						
Distinguishes relevant from irrelevant materials						
Obtains relevant facts from materials						
Plans a course of action						
Relates/applies classroom knowledge to a given problem or agency function						
Demonstrates effective written communication skills, e.g. memos, reports						
Demonstrates effective presentation skills, e.g. meetings, proposals						
Demonstrates competency in visual presentation skills						
Communicates effectively with staff/others						
Able to work diverse group of stakeholders						
<b>Professional development</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/ A</b>
Shows pattern of continuous learning						
Focuses on problems/ needs of agency or firm						
Maintains positive attitude towards authority						

Maintains positive attitude toward assuming leadership role/additional responsibilities						
Is prompt and dependable						

What does this student need to be job ready?

What skill sets were you most impressed by?

What, in your assessment, is missing from coursework that will assist future interns?

Additional comments:

Signature of Agency Supervisor \_\_\_\_\_

Supervisor's Name (printed) \_\_\_\_\_

Title \_\_\_\_\_

Name of Agency \_\_\_\_\_

Date \_\_\_\_\_

Please submit this form directly to the City & Metropolitan Planning Department through e-mail: [plan@arch.utah.edu](mailto:plan@arch.utah.edu). If you have any questions, please call the main office at (801) 581-8255.

**CMP6954 Internship**

**Form 3: Internship Evaluation & Reflection Report**

Department of City & Metropolitan Planning  
University of Utah

*After you have completed \_\_\_\_\_ hours of approved internship hours and registered for CMP 6954, submit this evaluation and report to the MCMP Program Coordinator so that credit can be properly recorded for the course.*

Student's Name: \_\_\_\_\_ ID # \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Internship Site: \_\_\_\_\_

Internship Supervisor \_\_\_\_\_ Supervisor Email: \_\_\_\_\_

*Please use the following key to respond to the statements listed below (circle or place X in appropriate box).*

SA = Strongly Agree   A = Agree   D = Disagree   SD = Strongly Disagree   N/A = Not Applicable

<b>My field practicum experience:</b>					
1. Contributed to the development of my specific career interests.	SA	A	D	SD	N/A
2. Provided me with the opportunity to carry out my internship objectives.	SA	A	D	SD	N/A
Provided the opportunity to use skills obtained in UPD classes.	SA	A	D	SD	N/A
Required skills I do not have	SA	A	D	SD	N/A
Required skills I had but did not gain in UPD classes	SA	A	D	SD	N/A
6. Added new information and/or skills to my graduate education.	SA	A	D	SD	N/A
7. Challenged me to work at my highest level.	SA	A	D	SD	N/A
8. Served as a valuable learning experience in planning practice.	SA	A	D	SD	N/A
9. I would recommend this agency to others for a future internship __yes, __no					
<b>My Internship Supervisor</b>					
1. Was valuable in enabling me to achieve my internship objectives.	SA	A	D	SD	N/A
2. Was accessible to me.	SA	A	D	SD	N/A
3. Initiated communication relevant to my special assignment that he/she considered of interest to me.	SA	A	D	SD	N/A
4. Initiated communication with me relevant to general functions of the agency.	SA	A	D	SD	N/A
5. Was knowledgeable in his/her area of responsibility.	SA	A	D	SD	N/A
6. I would recommend him/her as a supervisor for future interns.    Yes _____ No _____					

**I attest that I have completed \_\_\_\_\_ hours of approved internship.**

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_