

**Department of Urban and Regional Planning  
Florida Atlantic University**

**URP 4945 Planning Internship  
URP 6945 Planning Internship  
Memorandum of Understanding**

**Responsibilities of the Student Intern:**

- To review the course syllabus and understand the requirements of the course
- To work 160 hours during the semester
- To perform the services requested in a fully professional manner, including showing up on-time based on an agreed-upon work schedule with the Supervisor
- To develop an effective working relationship with the Supervisor and other employees of the Sponsoring Organization
- A student undertaking an internship at his or her regular place of employment will be required to engage in a work experience that is significantly different from his or her normal duties
- To notify the Faculty Advisor of any significant problems that arise in the course of the internship
- To notify the Faculty Advisor when the internship has been completed
- To complete and submit the final paper and other requirements of the course in a timely manner

**Responsibilities of the Supervisor from the Sponsoring Organization:**

- To ensure that the Student Intern has 160 hours of work during the semester
- To provide an appropriate level of support and mentorship to the Student Intern
- To insure that the Student Intern participates in as many facets as possible of the work within his or her area of responsibility
- When feasible, every attempt will be made to permit the Student Intern to observe or participate in various levels of decision-making in which the supervisor participates
- To notify the Faculty Advisor of any significant problems that arise in the course of the internship
- To complete a formal evaluation at the end of the internship and return it to the faculty advisor (the evaluation form will be emailed to the supervisor by the Faculty Advisor)

**Responsibilities of the Faculty Advisor:**

- To guide the Student Intern to ensure that the internship will focus on professional planning, urban design, or related work
- To approve internships
- To provide assistance to the Student Intern and Supervisor during the course of the internship
- To review and grade the final paper and submit a final grade once all of the requirements for the course have been completed

After it is completed and signed by the Student Intern, the Supervisor, and the Faculty Advisor, this form should be returned to the URP office at [planning@fau.edu](mailto:planning@fau.edu).

Student's name: \_\_\_\_\_ Degree program: \_\_\_\_\_

Z-Number: \_\_\_\_\_ Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

Student intern's responsibilities: \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_ Number of hours per week: \_\_\_\_\_ Paid (yes or no): \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty advisor: \_\_\_\_\_ Title: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

Faculty advisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_