

# FLORIDA ATLANTIC UNIVERSITY™

## Graduate Programs—COURSE CHANGE REQUEST<sup>1</sup>

UGPC APPROVAL \_\_\_\_\_  
 UFS APPROVAL \_\_\_\_\_  
 SCNS SUBMITTAL \_\_\_\_\_  
 CONFIRMED \_\_\_\_\_  
 BANNER POSTED \_\_\_\_\_  
 CATALOG \_\_\_\_\_

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| <b>DEPARTMENT</b><br>SCHOOL OF URBAN AND REGIONAL PLANNING   | <b>COLLEGE</b><br>COLLEGE FOR DESIGN AND SOCIAL INQUIRY   |
| <b>COURSE PREFIX AND NUMBER</b><br>URP 6945  | <b>CURRENT COURSE TITLE</b><br>GUIDED PRACTICUM   |
| <b>CHANGE(S) ARE TO BE EFFECTIVE (LIST TERM)</b> Fall 2016   | ____ <b>TERMINATE COURSE (LIST FINAL ACTIVE TERM)</b>   |
| <b>CHANGE TITLE TO:</b> PLANNING INTERNSHIP<br><br><b>CHANGE PREFIX FROM:</b> <b>TO:</b><br><br><b>CHANGE COURSE NO. FROM:</b> <b>TO:</b><br><br><b>CHANGE CREDITS<sup>2</sup> FROM:</b> 3-6 <b>TO:</b> 3<br><br><b>CHANGE GRADING FROM:</b> <b>TO:</b><br><br><b>CHANGE DESCRIPTION TO:</b> | <b>CHANGE PREREQUISITES/MINIMUM GRADES TO*:</b><br><br><br><b>CHANGE COREQUISITES TO*:</b><br><br><br><b>CHANGE REGISTRATION CONTROLS TO:</b><br><br><br>*Please list both existing and new pre/corequisites, specify AND or OR, and include minimum passing grade. |
| <b>Faculty contact, email and complete phone number:</b><br>Steven Bourassa, Director, School of Urban and Regional Planning, sbourassa@fau.edu, (561) 297-4164  | <b>Attach syllabus for ANY changes to current course information.</b>   |
| Should the requested change(s) cause this course to overlap any other FAU courses, please list them here:<br><br>N/A   | Please consult and list departments that might be affected by the change(s) and attach comments. <sup>3</sup><br><br>N/A  |

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| <b>Approved by:</b><br>Department Chair: <u>Steven C Bourassa</u><br><small>Digitally signed by Steven C Bourassa<br/>         DN: cn=Steven C Bourassa, o=Florida Atlantic University, ou=School of Urban and Regional Planning, email=sbourassa@fau.edu, c=US<br/>         Date: 2016.02.03 14:48:33 -0500</small><br>College Curriculum Chair: _____<br>College Dean: <u>Wesley Hawkins</u><br><small>Digitally signed by Wesley Hawkins<br/>         DN: cn=Wesley Hawkins, ou=US, o=Florida Atlantic University, email=wahawkins@fau.edu,<br/>         Date: 2016.02.03 14:48:33 -0500</small><br>UGPC Chair: _____<br>Graduate College Dean: _____<br>UFS President: _____<br>Provost: _____ | <b>Date:</b><br>_____<br>_____<br>_____<br>_____<br>_____<br>_____ | <ol style="list-style-type: none"> <li><b>1. Syllabus</b> must be attached; see guidelines for requirements: <a href="http://www.fau.edu/provost/files/course_syllabus.2011.pdf">www.fau.edu/provost/files/course_syllabus.2011.pdf</a></li> <li><b>2. Review Provost Memorandum: Definition of a Credit Hour</b> <a href="http://www.fau.edu/provost/files/Definition_Credit_Hour_Memo_2012.pdf">www.fau.edu/provost/files/Definition_Credit_Hour_Memo_2012.pdf</a></li> <li><b>3. Consent</b> from affected departments (attach if applicable)</li> </ol> |
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Email this form and syllabus to [UGPC@fau.edu](mailto:UGPC@fau.edu) **one week before** the University Graduate Programs Committee meeting.

School of Urban and Regional Planning  
College for Design and Social Inquiry  
Florida Atlantic University

Syllabus  
URP 6945 Planning Internship (3 credits)  
Fall 2016

***Instructor***

Dr. Steven C. Bourassa  
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Office hours: Thursdays, 4-6 pm  
Email: [sbourassa@fau.edu](mailto:sbourassa@fau.edu)  
Phone: (561) 297-4164

***Course description***

This course requires 160 hours of work as an intern in a planning or planning-related agency or company as well as submission of a paper that reflects on that experience and its relationship to material that each student has learned in the course of his or her studies at FAU. Students are also required to have their resumes critiqued by the Career Development Center.

***Course objectives***

The main goal of this course is for students to gain practical experience in planning by completing an internship. After completing the course, students will:

- be able to prepare a professional resume;
- understand based on firsthand knowledge some of the options available for planning jobs after graduation;
- be able to apply ideas they have studied as part of their coursework;
- be familiar with professional expectations in planning agencies;
- be able to reflect on the relationship between planning theory and practice; and
- leverage significant professional planning experience while seeking a permanent position in a planning agency.

***Class meetings***

This course will not have regular meetings; however, the instructor is available to meet during office hours or by appointment.

***Textbook***

There is no textbook or required readings for this course; however, students are expected in their final papers to demonstrate familiarity with regulatory and other planning documents that are relevant to their particular work assignments.

***Communication***

On occasion, it may be necessary for the instructor to communicate announcements to students via email. For this reason, it is important for students to regularly check their university email accounts. Announcements will also be posted on the course's Blackboard site.

Comments or questions that would be of general interest to students in URP 6945 should be posted to the class discussion board rather than emailed directly to the instructor. Students are encouraged to subscribe to the class discussion board. Students who subscribe will receive an email notification whenever someone posts to the discussion board.

### ***Registration with Career Development Center***

Students may register with the Career Development Center's internship system as a way to find a suitable internship. Students register at <http://www.fau.edu/cdc/intern/student/>. Questions about registration may be addressed to [intern@fau.edu](mailto:intern@fau.edu). The Career Development Center provides assistance with resume preparation (see below) and other job-seeking skills.

### ***Memorandum of Understanding***

Each student must have a completed Memorandum of Understanding signed by the student, sponsoring organization, and faculty advisor (the instructor for this course) before starting the internship. The required document is available on Blackboard under Course Documents.

### ***Final paper***

The final paper is intended to demonstrate each student's ability to integrate coursework with the practical experience gained during the internship. The paper should demonstrate the student's grasp of urban planning theories, concepts, methods, and issues as they relate to the context in which the student interned. The purpose of the paper is *not* to provide a list of the student's day-to-day job duties or a course-by-course review of the relevance of the student's coursework. Instead, it is to discern the student's ability to reflect upon and synthesize what was most relevant in his or her studies to the tasks performed as part of the internship, the intern's role in the planning agency, and the agency's role in a larger organizational context and in society as a whole.

The paper should be approximately 15 typed pages. It should include appropriate citations of and references to relevant source materials. A recommended organization of the paper is as follows (this can be modified as needed to suit your particular experience, but you should check with the instructor first):

- A. Description of internship: A brief description of the agency, including information on its main functions, its relationship with other agencies, and other important characteristics. Give a brief description of your duties and responsibilities.
- B. Urban planning issues: What urban planning issues were you engaged with while working at the agency? How do those relate to the coursework you have completed?
- C. Agency functions and activities: Provide a more detailed analysis of the role of the agency. Is the agency effective in achieving desirable planning outcomes? Explain why or why not.
- D. Relationship to learning outcomes: Discuss in detail how your experience contributed to your achievement of the following desired learning outcomes:
  1. knowledge of urban settlement patterns;
  2. understanding of the history, theory, law, and politics of planning;
  3. knowledge of at least one specialized field in planning;
  4. skills in problem solving;
  5. understanding of the role of values in planning; and
  6. skills for functioning successfully in a professional planning work environment.
- E. Conclusions: Discuss the main insight or insights you gained from the internship experience. What material from your coursework helped the most with the internship?
- F. References: List any references you cite in the paper in a standard format here.



Upload a complete draft of your paper by December 2<sup>nd</sup>. The instructor will provide comments on the draft within a few days. Upload your revised final paper by December 16<sup>th</sup> at the latest to receive a final course grade for the Fall 2016 semester.

### ***Supervisor's evaluation***

At the end of the internship (upon receipt of the draft paper), the instructor will email an evaluation form to the internship supervisor.

### ***Resume critique***

Students must go to the Career Development Center to have their resumes critiqued. The resume rubric form completed by the CDC must be scanned and uploaded to Blackboard along with the revised resume.

### ***Grading***

The final paper and supervisor's evaluation will each be assigned a numerical score (up to 100%). The final paper and evaluation each count for 45% of the final grade. The resume critique counts 10% of the final grade and will be assigned a score of 100% if the requirements are met. The total number of points possible for this course is 100. Weighted average scores of 70% or greater will translate into a Satisfactory grade for the course. Scores less than 70% will translate into an Unsatisfactory grade.

Students whose internships end after the end of the semester should consult with the instructor about procedures and deadlines.

### ***Academic integrity policy***

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards because it interferes with the university mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see [University Regulation 4.001](#).

### ***Information for students with disabilities***

In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodation due to a disability to properly execute coursework must register with Student Accessibility Services (SAS)—in Boca Raton, SU 133 (561-297-3880); in Davie, LA 203 (954-236-1222); or in Jupiter, SR 110 (561-799-8585)—and follow all SAS procedures.

### ***Student Success Resources***

If you read the book, take good notes, study for quizzes, and read the assignment instructions closely, you should succeed. If you are having problems reading assignments, or having difficulty with exams or quizzes, or completing computer assignments, see your instructor during office hours or contact your instructor via email. It is imperative that you contact your professor early in the term if you are having problems with this course. Do not wait until the end of the term to seek assistance. If you need individualized help or tutoring in reading, writing, taking notes, or other academic issues, please see one of the help centers listed below:

UNIVERSITY CENTER FOR EXCELLENCE IN WRITING  
<http://www.fau.edu/UCEW/WC/>

**LEARNING COMMUNITY**

<http://www.fau.edu/class/LearningCommunity/>

**TUTORING, STUDY HELP, & ACADEMIC SUPPORT**

<http://www.fau.edu/ctl/TutoringStudyHelpAndAcademicSupportStudentResources.php>

**CENTER FOR LEARNING AND STUDENT SUCCESS**

<http://www.fau.edu/CLASS/>

**CAREER DEVELOPMENT CENTER**

<http://www.fau.edu/cdc/>

**STUDENT INVOLVEMENT AND LEADERSHIP**

<http://www.fau.edu/sil/>

If you are having personal problems and need guidance or help, please contact one of the centers listed below:

**OFFICE OF HEALTH AND WELLNESS**

<http://www.fau.edu/wellness/index.php>

<http://www.fau.edu/wellness/staff.php>

**COUNSELING CENTER**

<http://www.fau.edu/counseling/>

**STUDENT INTERVENTION TEAM**

<http://www.fau.edu/studentsindistress/index.php>

<http://www.fau.edu/studentsindistress/aboutus.php>

<http://www.fau.edu/studentsindistress/SITrole.php>

**STUDENT CRISIS AWARENESS COMMITTEE**

<http://www.fau.edu/studentsindistress/SCACROLE.php>

***Syllabus subject to change!***