

Work Experience Documentation
MS in Community and Regional Planning
Temple University

All students matriculated in the MS in Community and Regional Planning program are required to fulfill 180 hours of work experience in the field of planning. It is possible to register for CRP 9885 Internship in Planning as a three credit elective. For those who choose not to take this course, it is necessary to submit the documentation described below certifying that the experience requirement has been met. All materials are to be submitted to Deborah Howe. Questions can be directed to her at 267-468-8301 or dhowe@temple.edu.

1. Provide a copy of your updated resume
2. On a separate sheet of paper, detail the following for those activities which you are using to meet the work experience requirement:
 - Name and location of organization where you worked
 - Position title
 - Name and contact information for supervisor
 - Time frame of employment/service including an estimate of total time in position
 - Nature of responsibilities
3. Provide a copy of your supervisor's evaluation of your work using the attached form.
4. Relative to this work experience, prepare brief essays (200-300 words) addressing the following:
 - What aspects of this work involved a focus on planning?
 - What lessons did you learn that will inform your approach to planning?
 - In what ways did your experience intersect with what you are studying in the CRP program?

Internship Evaluation Form
Department of Community and Regional Planning
Temple University

Intern: _____

Institutional site of internship:

Intern's on-site supervisor:

Evaluation form key: 1=unsatisfactory; 2=needs improvement; 3=satisfactory; 4=above average; 5=outstanding

- _____ Quality of work (accurate and thorough)
- _____ Quantity of work (met goals set by department)
- _____ Use of time (efficient/effective use of time to complete tasks)
- _____ Initiative (ability to work independently)
- _____ Communication skills
 - _____ Verbal
 - _____ Written
- _____ Grasp of subject (understanding of applicable standards and procedures)
- _____ Ability to apply classroom experience to real time projects
- _____ Creativity
- _____ Job judgement (ability to make appropriate work related decisions)
- _____ Interpersonal relations/teamwork (effectiveness in working with peers and supervisors)
- _____ Adaptability (ability to alter activities to accommodate change)
- _____ Dependability
 - _____ Punctuality
 - _____ Attendance
- _____ Problem solving/critical thinking skills

Strengths of intern:

Areas for improvement:

What do you think the student gained from the internship?

Signatures:

Evaluator: _____ Date: _____

Student Intern: _____ Date: _____

Please convey a copy of this evaluation to the intern and to:

Deborah Howe, Chair
Department of Community and Regional Planning
Temple University
580 Meetinghouse Rd.
Ambler, PA 19002
(267)468-8301 (voice)
(267)468-8315 (fax)
dhowe@temple.edu