



## How to set up an Internship with the UWT Urban Studies Program

### What is an Internship?

*Internships are integrated academic and professional experiences aimed at growth and development.*

An internship provides students with the opportunity to apply skills and knowledge acquired in the classroom to real-world situations; increase their knowledge of practical approaches to dealing with urban problems and issues; gain increased understanding of the manner in which policy is formulated and implemented; and learn about career options.

### What do I need to do to offer an internship at my workplace?

#### 1. Job Description

First, you should provide a job description and assessment of learning objectives in an announcement to be circulated among our students or provided to a student whom you have already selected.

- Please provide a description of the work to be performed and special training and experience offered.
- More information and past “Examples of Student Projects” may be found at:  
[http://www.tacoma.washington.edu/urban\\_studies/advising/ba/independent\\_study\\_projects.cfm](http://www.tacoma.washington.edu/urban_studies/advising/ba/independent_study_projects.cfm)

#### 2. Compensation

Second, you must decide if it is paid or unpaid. Payment is subject to business/agency policy and is negotiated between the student and the workplace. Payment has no bearing on the granting of credit provided all requirements of the internship contract are met successfully.

- Except in rare cases, an internship at a student’s existing workplace will not be approved for credit.

#### 3. Hours

Third, you must decide how many hours per week you would like the student to work. Each quarter (Autumn, Winter, Spring) is 11 weeks, and internships may be more than one quarter. Summer internships are also possible.

- Students are able to receive a maximum of 10 credits of internship towards their degree; each credit requires 3 hours of work per week.
- Students also are required to write 3-5 pages per credit for their faculty sponsor.
- Credit is based on this work and the Site Supervisor’s assessment.

#### 4. Confirm approval with signature

Once a student has been selected and the internship has been approved by the Urban Studies faculty, the Site Supervisor will need to sign “the contract” established between the student, the faculty sponsor, and the workplace.

#### 5. Final Assessment

When the internship is completed, the Site Supervisor will need to provide an assessment of the student’s work to the faculty sponsor.

**QUESTIONS? Please contact the Urban Studies Program office, 253-692-5880, [uwturban@u.washington.edu](mailto:uwturban@u.washington.edu)**