SJSU | DEPARTMENT OF URBAN AND REGIONAL PLANNING

Internship Completion / Professional Work Experience Form
Masters in Urban Planning

Students graduating with a Masters in Urban Planning degree from San José State University are expected to complete a minimum of 180 hours of professional work (paid or unpaid) in a planning-related field. For students to receive credit for this work, they must have their supervisor complete this form and return it to the department. We appreciate you taking the time to complete this form.

If you have any questions, and to return this form, please email:
gradadvisor-urbanplanning@sjsu.edu

Student Information

Name: _____ Position: _____

Date Employment/Internship

Start: _____ End: _____

Employment/Internship Supervisor Information

Name: _____ Title: _____

Organization: _____

Address: _____

Email: _____ Phone: _____

Statement of Completion

I confirm the student has completed at least 180 hours of work as an employee or intern under my supervision.

_____ _____

Supervisor's Signature Date

Adobe Acrobat digital signature preferred, or scan, and email to the address above. A high-resolution photo of the completed form, in lieu of a scan, is acceptable

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Rating of Intern/Employee Performance

Please rate the student's performance on the following criteria.
Use a scale of 1 (poor performance) to 5 (high performance).

Ability to work effectively on a team

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ n/a

Ability to compose written reports and memos

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ n/a

Ability to make an oral presentation

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ n/a

Ability to interface with the public or clients

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ n/a

Ability to solve problems and think creatively

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ n/a

Initiative and ability to work independently

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ n/a

Knowledge expected of an entry-level employee

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ n/a

Understanding of professional planning issues

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ n/a

Ability to synthesize planning knowledge and apply it to actual planning problems

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ n/a

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Descriptive Evaluation of Intern/Employee Performance
We request that you evaluate the student in the same manner as you would any employee and provide descriptive responses to the following questions:

1. What were the student's work assignments?

2. Was the student generally responsible in the way s/he handled the assignments?

3. Was the student prompt and regular in completing the assigned tasks?

4. What were the student's strengths in completing the assigned tasks?

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5. Did the student show initiative? Did s/he exert any extra effort?

6. Did the student show competence in written and oral communication skills?

7. Did the student show an ability to synthesize planning knowledge and apply it to actual planning problems?

8. In what areas do you recommend that the student work to improve her/his skills?

9. Do you have any additional comments about the student's performance?

Thank you for completing this form, please return by email: gradadvisor-urbanplanning@sjsu.edu