This report is required for all students wishing to complete and receive academic credit for a planning internship (RCPL 6520 Field Studies/Internship) under the direction of K. Meghan Wieters, Assistant Professor and Graduate Liaison, Division of Regional and City Planning. Note that RCPL 6520 is a variable credit course (1-6) that students may only register once for in their tenure in the program. To receive six internship credits, students are expected to complete 520 hours of internship work. Credit received will be prorated from the 520 hour figure. In general, it is expected that students will perform the internship work and register for internship credit simultaneously.

As part of the internship process, The Division of Regional and City Planning, University of Oklahoma, expects that each student and supervisor will informally discuss a student’s progress on an ongoing basis during the internship period. This form merely provides a final formal opportunity for evaluating the student’s overall work performance and experience. Please note that the student will not receive internship credit until the completed report is returned to the following:

K. Meghan Wieters, Ph.D., AICP  
Assistant Professor  
Graduate Liaison for Regional & City Planning  
180 Gould Hall, 830 Van Vleet Oval  
University of Oklahoma  
Norman, OK 73019  
Contact: 405.325.3851, kmeghanwieters@ou.edu

When received, the report will be reviewed by the following individuals and will become part of the student’s official record within the Division of Regional and City Planning.

Intern’s signature __________________________ Date Reviewed ______________
I) Structure and function of the agency
Briefly describe the organization and responsibilities of the agency. Provide information on the agency's history, mission and explanation of work products/services.
II) Work experience

Outline the nature of the work assignments as an intern. How were these related to the current planning/policy issues faced by the agency/or the area served by the agency?
III) Student Self-Evaluation (use letter or backside of this page if necessary)

a. What skills/abilities or special knowledge have you developed as a result of the internship?

b. What academic background/coursework did you find most valuable when completing the internship?

c. What did you learn from the internship regarding additional coursework which might be important/advantageous as a professional in the planning field? (and is not part of the current RCPL curriculum)

d. Was the internship consistent with your educational and career goals? How did the internship help you progress toward fulfilling these goals?
e. What is your overall evaluation of the specific agency as an internship site for other potential interns? Please cite specific strengths and weaknesses of the agency as an “on-the-job” training site.

f. Discuss your suggestions for improving the internship experience. How might the internship program be improved to better meet your and/or the agency’s needs?

g. In general, discuss your opinion of the internship and would you recommend the agency as an internship opportunity to other students? Be specific about how the internship experience can be improved.

Other remarks:

THANK YOU FOR COMPLETING THIS REPORT. YOUR ASSISTANCE IS GREATLY APPRECIATED AND ASSISTS RCPL IN MEETING ITS EDUCATIONAL OBJECTIVES