

## Urban Studies Internships Guide

**Urban Studies Internships:** Urban Studies majors who declare in academic year 2007-2008 and later will be required to complete an internship as part of their course of study. The internship allows students to gain practical experience with the theories and issues with which they engage in their classes. The internship is also an opportunity to explore potential career paths, and can help prepare students for summer fellowship experiences, honors thesis research, or senior project work.

**Internship Criteria:** Urban Studies majors may conduct their internship in an office of a government agency or a non-profit/community organization relevant to the major. Students may also conduct research with the guidance of a faculty mentor. (Students who intern for a for-profit business may receive credit for URBANST 194, but not for URBANST 201a.) The internship must consist primarily of substantive work; In all cases, students must work with a supervisor, establish learning goals, and create products – such as papers, reports, presentations, or models – demonstrating that they have achieved those goals. In accordance with university policy, internship credit is awarded for the work that emerges from the internship. No transfer credit is awarded for internships.

The *minimum* time commitment is 80 hours, to be completed over approximately 10 weeks. Students are encouraged to work with their organization longer than 10 weeks, but the 80-hour minimum should not be spread out over a longer period, except in special cases such as research projects. Internships must be *completed* before the beginning of winter quarter of senior year, or two quarters before graduation.

**Credit and Grading:** Declared majors in Urban Studies are required to fulfill at least 3 units of credit for the Urban Studies Internship, by registering for URBANST 201A. Students who continue their internship work beyond the 80-hour minimum may request up to 4 additional units of credit, which translates to 120 hours of work, through URBANST 194. The internship grade (S/NC) will be based on the quality and depth of the internship learning plan, the final paper or product, and the evaluation supplied by the project supervisor and/or faculty mentor. Students who receive compensation for their internship - from a Haas Center Fellowship, Community Service Work Study, or the organization itself - may receive credit for the internship, provided all other criteria for the internship process are met.

### Internship Options

Capstone Internship Seminar: URBANST 201B: Students are strongly encouraged to complete their internship via Urban Studies 201B, the seminar that meets in spring quarter to support students as they carry out their internships. Students choose their internship site in winter quarter based on their areas of personal and research interest, and many will draw on aspects of their research proposals in selecting and carrying out their internships.

The class will include written exercises and discussions that enable students to reflect on the internship experience and to use their internship experience as a springboard for reflecting on and deepening their research proposal. Students will work at their internship site for a minimum of 8 hours per week throughout the quarter, in addition to one hour per week of seminar meetings; the course may be taken for 3 or 4 credit units. The class cannot be taken without the internship.

Every student in the class must have an internship site selected and approved by the end of winter quarter. During winter quarter, the Internship Coordinator will assist students with finding placements based on student interests and internship goals. Students who wish to establish their own internship may do so, but should communicate with the Internship Coordinator throughout the process.

### Alternative Internship Opportunities

Although the faculty and staff of Urban Studies can provide more support and facilitate individually tailored internships for students who enroll in the capstone internship seminar, there are a variety of other ways to access internship opportunities. Students who wish to complete an internship via the programs described below must complete an internship proposal, describing how they plan to fulfill the internship requirement, their faculty supervisor, and anticipated final product. The Proposal Form is available from the Urban Studies office and online.

#### ❖ Haas Urban Summer Fellowship

A fellowship administered through the Haas Center for Public Service, provides fellows a stipend for a summer of working with an organization that addresses urban issues. More information is available at the Haas Center and online at:

<http://studentaffairs.stanford.edu/haas/fellowships/urbansummer>

#### ❖ Urban Studies Summer Fellowship

A fellowship administered by the Urban Studies program, provides a stipend for a summer of working with an organization that addresses urban issues. More information is available through the Urban Studies program, and online at:

[http://www.stanford.edu/dept/URBS/resources/funding\\_for\\_service.html#UrbstFellowship](http://www.stanford.edu/dept/URBS/resources/funding_for_service.html#UrbstFellowship)

#### ❖ Independent Internship:

Students may establish their own internship, to be carried out during summer or another quarter, but keep in mind that all internship criteria apply. The Internships Coordinator can provide resources to help students find potential placement organizations.

#### ❖ Bing Stanford in Washington:

The BSIW experience includes a substantive internship in a wide range of governmental and non-governmental organizations.

More information is available online at: <http://bsiw.stanford.edu/home.html>

#### ❖ Stanford in Government:

Stanford in Government provides a number of paid summer fellowships in government and nonprofit agencies in the Bay Area and Sacramento, Washington D.C. and internationally.

More information is available online at:

<http://studentaffairs.stanford.edu/haas/fellowships/sig>

#### ❖ Stanford Bing Overseas Programs:

Students who participate in Stanford's Overseas Studies Programs may have access to overseas internship opportunities, depending on their interests and the availability of placements in their country of study. More information is available at:

<http://bossp.stanford.edu/>.

#### ❖ Research Internship

Students who want to pursue a specific research project under the direction of a faculty supervisor can fulfill the internship in this way. As with community-based and government internships, students should be doing substantive, academically rigorous research that leads to the learning of new skills and concepts under the tutelage of an engaged supervisor.