

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 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 their senior year, or two quarters before their graduation date.

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 Seminar: URBANST 201: Students are strongly encouraged to complete their internship via Urban Studies 201, the seminar that constitutes the first part of the Urban Studies capstone experience. In this course students carry out an internship, outside of class, as they develop individual research proposals in class. Students choose their internship site based on their area of interest, and many draw on aspects of the internship experience as they develop their proposals.

The class includes written exercises and discussions that enable students to reflect on the internship experience and to use their internship experience as a springboard for formulating their research proposal. Students work at their internship site for a minimum of 8 hours per week throughout the quarter, earning 3 units for the internship portion of the seminar in addition to 5 units for the in-class portion. The class cannot be taken without the internship.

Junior Year Timeline:

Week 1-3 of Autumn quarter: Develop a plan. Brainstorm ideas for what you may want to do as an internship. Consider enrolling in URBANST 123: Approaching Research and the Community.

Week 3-5 of Autumn quarter: Contact internship Coordinator at the Haas Center to discuss internship options (contact information below). Students who wish to establish their own internship should also communicate with the Internship Coordinator throughout the process.

Week 4-9 of Autumn quarter: Connect and Confirm Internship with your organization. Contact a supervisor and develop a job description and schedule. Clarify goals and expectations of all involved participants. This process must be completed prior to the end of the autumn quarter.

Week 1 of Winter quarter: Begin Internship. Every student in the class must have an internship site selected and approved by the beginning of winter quarter.

Alternative Internship Opportunities

Although Urban Studies can provide more support for students who enroll in the capstone seminar, there are several other ways to access internship opportunities. Students who wish to complete an internship via the programs described below must complete an internship proposal, specifying their internship, faculty supervisor, goals, and anticipated final product. The Proposal Form is available from the Urban Studies office and at: <http://www.stanford.edu/dept/URBS/programs/forms.html>.

Bing Overseas Studies Office : http://osp.stanford.edu/considering/finding_prog.html#internship

Please contact BOSP for updated locations and internship opportunities.

Haas Center: Public Service Fellowships: <http://haas.stanford.edu/index.php/item/322>

The Haas Center offers several summer Fellowships appropriate for Urban Studies majors including the Urban Summer, Haas Summer, and Pride Fellowships. Most Fellowship applications are due in early February.

Independent Internship

Students may establish their own internship under the guidance of a faculty mentor, and support from the internship coordinator. All internship criteria still apply.

Research Internship

Students can pursue a research project with a faculty mentor to fulfill the internship requirement. Research must be academically rigorous and lead to the learning of new skills and concepts.

Stanford in Government: <http://sig.stanford.edu/fellowships/>

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

Stanford in Washington: <https://www.stanford.edu/dept/siw/cgi-bin/joomla/index.php>

Internship experience in a wide range of government and non-government organizations.

Urban Studies Fellowship: http://urbanstudies.stanford.edu/resources/funding_for_service.html

Provides funding for a full-time summer internship with a student-proposed community partner. Open to all undergraduates; preference to Urban Studies majors. Applications in winter quarter.

Contacts: Michael Kahan, Assoc. Director, Urban Studies, mkahan@stanford.edu; 724-7575
Mana Hayakawa, Assistant Director of Service-Learning and Community Partnerships, Haas Center for Public Service, manah@stanford.edu, 725-8727