

DEPARTMENT OF URBAN & REGIONAL PLANNING  
INTERNSHIP COMPLETION / PROFESSIONAL WORK EXPERIENCE FORM



Students graduating with a Masters in Urban Planning 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. In order for students to receive credit for this work, they must have their supervisor complete this form and return it to the department.

If you have any questions about this form, please contact the department office at [urbplan@sjsu.edu](mailto:urbplan@sjsu.edu).

Please return this form by email ([urbplan@sjsu.edu](mailto:urbplan@sjsu.edu)), by fax (408-942-5882), or by mail to:

Department of Urban & Regional Planning  
San José State University  
One Washington Square  
San Jose, CA 95192-0185

Thank you very much for taking the time to complete this form.

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**Student Information:**

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Date employment/internship began: \_\_\_\_\_  
Date employment/internship ended: \_\_\_\_\_

**Employment/Internship Supervisor Information:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Statement of Completion:**

I, \_\_\_\_\_, confirm that \_\_\_\_\_ has completed at least 180 hours of work as an employee or intern under my supervision.

Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

(A digital signature using Adobe Acrobat is acceptable. Otherwise, please print and sign the form.)

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**Rating of Intern/Employee Performance:**

Please rate the student's performance on the following criteria on a scale from 1 (very low performance) to 5 (very high performance).

Ability to work effectively on a team

1    2    3    4    5    Not assessed

Ability to compose written reports and memos

1    2    3    4    5    Not assessed

Ability to make an oral presentation

1    2    3    4    5    Not assessed

Ability to interface with the public or clients

1    2    3    4    5    Not assessed

Ability to solve problems and think creatively

1    2    3    4    5    Not assessed

Initiative and ability to work independently

1    2    3    4    5    Not assessed

Knowledge expected of an entry-level employee

1    2    3    4    5    Not assessed

Understanding of professional planning issues

1    2    3    4    5    Not assessed

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

1    2    3    4    5    Not assessed

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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? \_\_\_\_\_

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2. Was the student generally responsible in the manner in which s/he handled the assignments? \_\_\_\_\_

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

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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? \_\_\_\_\_

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

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

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

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Please provide any additional comments about the student's performance: \_\_\_\_\_

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