OFFER OF INTERNSHIP (FORM ONE)
Internship Courses: UP 390 and UP 590
Department of Urban and Regional Planning
University of Illinois at Urbana-Champaign

This form is to be completed by the Agency’s professional planning staff member who will supervise the student intern. It should be delivered as soon as possible to the BAUSP Program Director (UP 390) or MUP Program Director (UP 590).

1. Name of STUDENT __________________________________________________________
2. Name of AGENCY ____________________________________________________________
   Mailing Address _____________________________________________________________
   City, State, Zip Code _________________________________________________________
3. Proposed dates of internship: from ____________ to ________________
4. Proposed hours of work per week: ____________________________________________
5. Approximate level of compensation: $__________ per ____________
6. Name of SUPERVISOR _______________________________________________________
   Position of Supervisor _______________________________________________________
   Telephone ______________________________ Email _________________________________
7. Work assignments proposed:

8. Opportunities to discuss planning and/or development problems with other planners or officials:

The agency agrees to provide the internship and supervision outlined above and to complete the AGENCY INTERNSHIP Evaluation FORM and return it to the Department at the end of the internship.

________________________________________                ___________________________
Signed by Agency Head                                         Date

Approved as meeting the criteria for an urban planning internship:

________________________________________                ___________________________
BAUSP or MUP Program Director                         Date                       Approved credit hours
( BAUSP students only)

Mail to: University of Illinois at Urbana-Champaign, Department of Urban & Regional Planning,
111 Temple Buell Hall, 611 Taft Drive, Champaign, IL 61820