

## **THE SURP INTERNSHIP PROGRAM**

In today's rapidly changing urban environment, public and private organizations are faced with many issues that require professionals with a variety of sophisticated skills and knowledge. The School of Urban and Regional Planning (SURP) at Queen's University prepares Master of Urban and Regional Planning students to address these issues in a systematic and interdisciplinary manner.

The SURP Internship Program offers organizations an invaluable opportunity to employ students to work on short-term projects or on-going planning activities. The experience allows students to gain valuable skills and to apply newly emerging theories and analytic techniques to problems encountered in the "real world" of planning. We appreciate the contribution that participating employers make to professional education and expect that the interns will provide valuable assistance to the organization during this time of declining budgets and reduced staff.

The SURP Internship Program seeks to encourage the integration of theory and practice, critical thinking and interdisciplinary teamwork in problem solving, as well as to facilitate important partnerships with public and private organizations.

The Queen's School of Urban and Regional Planning is expanding its Internship Program to accommodate our students' increased interest in practical work experience. We currently have arrangements with federal, provincial, regional and local organizations. We are interested in collaborating with a limited number of additional sponsors in the public, non-profit and private sectors.

In the summer after their first or second year of graduate study, students have the opportunity

for a three- or four-month (April to August) professional internship in agencies throughout Southern Ontario and other selected Canadian regions. The internship is designed to expose students to their field of interest and to people with a high level of expertise and experience.

Internships may be located in community-based organizations, corporations, government agencies, consulting firms, public interest groups, district health units and planning departments at all levels of government.

### **BENEFITS TO ORGANIZATIONS**

Participating organizations accrue many benefits through participation in the SURP Internship Program. These benefits may include undertaking projects that would not be possible without additional staff, access to faculty expertise through advice to students working on projects, generation of innovative ideas by highly motivated students, and opportunities for personnel recruitment.

Participation in an organized internship program is often an advantage when seeking grants to support projects.

Government of Canada participants will benefit from the certification of our Internship Program as a co-op program by the Public Service Commission of Canada.

### **COMMITMENT BY EMPLOYERS**

Employers agree to provide a supervisor who has appropriate expertise, experience and status within the organization, and an interest and competence in student advising. In addition to overseeing the student and ensuring that the job is done, the supervisor also functions as a mentor.

The supervisor and intern should schedule regular meetings for direction and mentoring. Although employers normally pay interns a salary, employment arrangements may be tailored to specific circumstances.

### **COMMITMENT BY STUDENT INTERNS**

The intern should expect to function as a professional and to produce high quality work. This is reflected in projects and activities performed by the intern and in the relationships developed with administrators and other staff members.

### **SKILLS AND INTERESTS OF INTERNS**

The Queen's School of Urban and Regional Planning trains students in three areas of concentration:

- ◆ Land Use and Real Estate Development
- ◆ Health and Social Planning
- ◆ Environmental Services

First year students will have already completed a core curriculum including:

- ◆ Analytic methods
- ◆ Physical planning
- ◆ Law and government
- ◆ Planning theory and history
- ◆ Planning research methods

Students are computer literate, with most having completed training in the use of spreadsheets, databases, GIS, CAD and other analytic tools. Please indicate in your job description if specific software experience would be an asset.

### **BACKGROUNDS OF INTERNS**

SURP selects its graduate students from universities across Canada and internationally, based on excellent undergraduate records and a strong interest in urban and regional planning.

The undergraduate backgrounds of our students typically include:

- ◆ Architecture
- ◆ Business and Economics
- ◆ Engineering
- ◆ Environmental Studies
- ◆ Geography
- ◆ Planning
- ◆ Humanities
- ◆ Law
- ◆ Political science

### **MATCHING STUDENTS TO EMPLOYERS**

The SURP Internship Program develops a roster of potential organizations for students to consider. SURP usually posts brief placement advertisements from interested employers. At the option of the employer, students apply either directly to the employer or through SURP. Similarly, interviews may be arranged by SURP or the employer, and conducted either on-line, at SURP or the employer's location. All hiring decisions are made by the employer.

### **PARTICIPATING EMPLOYERS**

We appreciate the support of many organizations in providing valuable planning internships for our graduate students. Recently or currently participating organizations include:

- ◆ Government of Canada: Defence; Treasury Board Secretariat; Public Services & Procurement; Fisheries & Oceans; National Capital Commission; Downsview Park
- ◆ Provincial agencies: Alberta Municipal Internships; British Columbia Buildings Corporation; Ontario Ministry of Municipal Affairs and Housing; Ontario Ministry of the Environment.
- ◆ Regional municipalities: Region of York; and

Region of Peel; Region of Halton.

- ◆ Municipalities: Toronto; Vancouver; Maple Ridge; Burlington; Moncton; Kingston; Hamilton; Ottawa; London; and Odessa.
- ◆ Consulting firms: Fotenn; Bousfields; Urban Systems; O2; Dillon; WSP, IBI Group
- ◆ Healthcare planning organizations: Canadian Institute of Health Research; Ottawa and Frontenac District Health Units.
- ◆ Other government organizations: Kingston Social Planning Council; St. Lawrence Parks Commission; and Cataraqui Region Conservation Authority.
- ◆ Government of China.

### **APPLICATION INFORMATION**

If you are interested in hiring a graduate intern from the School of Urban and Regional Planning for the upcoming summer, please return the enclosed *Expression of Interest* form. The process of matching students with internship employers commences with the employers' expression of interest. Most employers advertise internship positions and interview candidates in the period from mid-January to early March. Organizations are encouraged to apply early, as the number of positions often exceeds the number of students available.

For further information, please contact our **Internship Coordinator:**

*Dr. David Gordon FCIP RPP AICP P.Eng.  
School of Urban and Regional Planning  
Department of Geography and Planning  
Queen's University  
Kingston, Ontario K7L 3N6  
Telephone: 613.533.6030  
E-mail: david.gordon@queensu.ca*

# **SCHOOL OF URBAN & REGIONAL PLANNING**

# **INTERNSHIP PROGRAM**

