

Course: USP 559 Internship Seminar
Term: Academic Year 2025-26
Days/Times: Various
Room: Various

Instructor: Matthew Gebhardt
Office Hours: By appointment (via [Google Calendar Appointment](#))
Office: URBN 370Q
E-mail: mfg@pdx.edu

COURSE DESCRIPTION

This is a unique class which takes place over the course of the MURP program. It is designed to help prepare for securing and completing an internship, and for a career as a planner. Students are automatically grouped with their MURP entry cohort and will be invited to attend skill building sessions along with this group. Students are expected to attend the workshop and seminar sessions and participate over the full 2 years, and turn in the "assignments" to get credit for the class.

While Internship Seminar content will be delivered throughout the program, students will only register for most students the 1 credit associated with this class (USP 559) once during their time in the program. Most students will register for the course in Winter or Spring Term in second year. Do not register too early – students will receive an "I" Incomplete grade for the course until they have attended the required sessions and have finished the ~400 hours and reflection. Incompletes must be resolved within one year, meaning students taking the course in Fall of their 1st year must be able to complete the internship hours and reflection before the end of Fall of their 2nd year.

See more about the MURP Internship requirements in the [MURP student handbook](#).

Students have consistently found this series really helpful in preparing for their future as a planner! Table below from the [US Bureau of Labor and Statistics](#)

Quick Facts: Urban and Regional Planners	
2024 Median Pay	\$83,720 per year \$40.25 per hour
Typical Entry-Level Education	Master's degree
Number of Jobs, 2024	44,700
Job Outlook, 2024-34	3% (as fast as average)

COURSE LEARNING OUTCOMES

Through this combined series of workshops and seminars students will:

- Develop a career readiness plan;
- Practice skills (e.g. networking) and develop relevant materials (e.g. resume) for job searching;
- Learn strategies for seeking and obtaining internship experience related to planning;
- Develop their own interpretation of “reflective practice,” introduced in previous MURP coursework;
- Apply reflective practice principles to their own internship experience; and
- Learn from their own and other students’ internship experience about professional dynamics within planning.

These objectives correspond to MURP Student Learning Objectives #3: Planning as Political Activity and #4: Reflective Practice.

TEACHING METHODS

This course is taught through training sessions scheduled throughout a student’s time in the MURP program. These sessions will involve presentations and guided activities focused on internship and career readiness in partnership with the University Career Center. As described below, attendance and participation will be reflected in your final grade.

TEXTS AND READINGS

There are no required texts for this course. Any recommended or required readings and supplemental materials are available online either through the University Library’s website or other online sources. Copies or links to these readings will be provided on the Canvas site.

ASSIGNMENTS AND GRADING

Your course grade will be based on the assignments and examinations listed below. Each will be graded on a completion basis.

This course is graded, out of 100%, as follows:

- Career Workshop and Internship Seminar Attendance/Activity: 30% of grade.
 - 6 sessions total - 4 career readiness workshops and 2 internship seminars
 - Attendance/activity at each session is worth 5%
- Internship Completion Form: 30% of grade - due upon completion of Internship hours
- Reflective Essay: 40% of grade - due upon completion of Internship hours

SCHEDULE AND OVERVIEW OF TOPICS

We will meet about two times/term in the first year and once or twice in the second year. General schedule here; scroll down for more details. All meetings are in person. See Modules and Assignments for More Details.

Schedule/Key Dates and Who	Topic and Key Goals
Matthew Gebhardt Monday, Oct 6, 11:30-12:30 URBN 220 and Online/Recorded	Overview of the Internship Seminar <ul style="list-style-type: none">• Review of requirements - hours, activities, reflection• Review of key dates (see below)• Q/A
Louise Paradis Mon Oct 20, 11-12:40 Room TBA	Career Readiness Workshop #1 - Career Visioning & Kicking-Off Your Targeted Career Approach <ul style="list-style-type: none">• Clarifying your career vision & Assessing your readiness to launch your job search• Start your career campaign with your 5 top strengths as your compass• Clarify your core competencies that should be utilized in the jobs you seek• Identifying the types of jobs/career paths and organizations to target

<p>Louise Paradis Mon Nov 10, 11-12:40 Room TBA</p>	<p>Career Readiness Workshop #2 - Keys to Effective Networking</p> <ul style="list-style-type: none"> • Goal: provide structured space to build, practice networking strategies and skills (also normalize discomfort, emphasize as a useful skill) • Many jobs are found and filled through personal contacts...how to work your networks! • Enhancing your reach to relevant contacts • Exploratory meetings – the real value of face-to-face conversations (informational interviews?) • Practice with classmates and other professionals
<p>Nathaniel Sprouse, M.Div. Career Counselor University Career Center January 26, 2026 3:30-5:00pm Room TBA Links to an external site. Links to an external site. Links to an external site.</p>	<p>Career Readiness Workshop #3 - Cover Letters, Resumes and Applications</p> <p>Creating door-opening materials to get the interview!</p> <ul style="list-style-type: none"> • Examining your written presentation- bring your current resume and cover letter to the workshop! • Your resume, cover letter and application really matter • Be impactful in introducing yourself in writing and conveying your value • We'll also looked at LinkedIn profiles
<p>Nathaniel Sprouse, M.Div. Career Counselor University Career Center March 2, 2026 3:30-5:00pm Room TBA</p>	<p>Career Readiness Workshop #4 - Interviewing for Success</p> <ul style="list-style-type: none"> • Prepare, practice and be yourself—the winning formula! • Learn various approaches to interviewing • Featuring behavioral interviewing methods • Practice with classmates

Class discussion with Dr Gebhardt Date TBD Room TBA	Internship Reflection - What is Reflective Practice? <ul style="list-style-type: none"> • Develop an operational definition of "reflective practice" based on assigned readings • Identify opportunities for "reflective practice" based on past student experiences • Positionality and power in the workplace • Discuss challenges of obtaining internships and strategies for overcoming them
TBD - Fall-Winter 2026-27	Internship Seminar Individual Check-Ins
TBD - Winter-Spring 2027	Internship Seminar Wrap-up - Collective Reflections and Looking Ahead
Other Sessions as Needed	Topics TBD

ACCESS AND INCLUSION FOR STUDENTS WITH DISABILITIES

PSU values diversity and inclusion; we are committed to fostering mutual respect and full participation for all students. My goal is to create a learning environment that is equitable, useable, inclusive, and welcoming. If any aspects of instruction or course design result in barriers to your inclusion or learning, please notify me. The Disability Resource Center (DRC) provides reasonable accommodations for students who encounter barriers in the learning environment.

If you have, or think you may have, a disability that may affect your work in this class and feel you need accommodations, contact the Disability Resource Center to schedule an appointment and initiate a conversation about reasonable accommodations. The DRC is located in 116 Smith Memorial Student Union (UCB 400 for Winter 2026), 503-725-4150, drc@pdx.edu, <https://www.pdx.edu/drc>.

- If you already have accommodations, please contact me to make sure that I have received a faculty notification letter and discuss your accommodations.
- Students who need accommodations for tests and quizzes are expected to schedule their tests to overlap with the time the class is taking the test.
- Please be aware that the accessible tables or chairs in the room should remain available for students who find that standard classroom seating is not useable.

- For information about emergency preparedness, please go to the [Fire and Life Safety webpage](https://www.pdx.edu/environmental-health-safety/fire-and-life-safety) (<https://www.pdx.edu/environmental-health-safety/fire-and-life-safety>) for information.

SEXUAL ASSAULT AND HARRASSMENT

Portland State is committed to providing an environment free of all forms of prohibited discrimination and sexual harassment (sexual assault, domestic and dating violence, and gender or sex-based harassment and stalking). If you have experienced any form of gender or sex-based discrimination or sexual harassment, know that help and support are available. Information about PSU's support services on campus, including confidential services and reporting options, can be found on PSU's Sexual Misconduct Prevention and Response website at: <http://www.pdx.edu/sexual-assault/get-help> or you may call a confidential IPV Advocate at 503-725-5672 or schedule Online at <http://psuca.youcanbook.me/>.

You may report any incident of discrimination or discriminatory harassment, including sexual harassment, to:

- PSU's Title IX Coordinator: Albert Roberson by calling 503-725-4410, via email at titleixcoordinator@pdx.edu or in person at Richard and Maureen Neuberger Center (RMNC), 1600 SW 4th Ave, Suite 830.
- Taylor Burke, Deputy Title IX Coordinator and Dean of Students: 503.725.4422 | askdos@pdx.edu, Smith Memorial Student Union (SMSU), 825 SW Broadway, Suite 433

Please be aware that all PSU faculty members and instructors are required to report information of an incident that may constitute prohibited discrimination, including sexual harassment and sexual violence. This means that if you tell me about a situation of sexual harassment or sexual violence that may have violated university policy or student code of conduct, I have to share the information with my supervisor, the University's Title IX Coordinator or the Office of the Dean of Student Life. However, the Title IX Coordinators will keep the information confidential and refer you to a confidential advocate. For more information about Title IX please complete the required student module [Understanding Sexual Misconduct and Learning Resources](#) in Canvas.

CULTURAL RESOURCE CENTERS

The Cultural Resource Centers (CRCs) create a student-centered inclusive environment that enriches the university experience. We honor diversity, explore social justice issues, celebrate cultural traditions, and foster student identities, success, and leadership. Our centers include the Multicultural Student Center, La Casa Latina Student Center, Native American Student & Community Center, Pan African Commons, and Pacific Islander, Asian, Asian American Student Center and the Middle Eastern, North African, South

Asian Initiative. We provide students with employment, volunteer, and leadership opportunities. Along with extensive programming, our spaces offer resources such as computer labs, lounge areas, and study spaces. All are welcome! More information about the CRCs can be found at www.pdx.edu/cultural-resource-centers and <https://www.facebook.com/psuculturalcenters/>, CRCs can be contacted at cultures@pdx.edu and 503-725-5351.

OTHER CAMPUS RESOURCES

The CARE (Coordination Assessment Response Education) Team is available to help students experiencing distress and to assist with concerns about a fellow student. More information about the CARE Team can be found at: <https://www.pdx.edu/dos/care-team>.

The CARE Team also maintains a comprehensive list of resources, both campus and community, which can be found here:

<https://www.pdx.edu/dos/sites/www.pdx.edu.dos/files/C.A.R.E.%20Resource%20Guide.pdf>.

The Center for Student Health and Counseling (SHAC) provides community-based health care for students, including physical health, dental services, mental health, and testing services. You can find information about what SHAC provides and how to access them at: <https://www.pdx.edu/shac/center-for-student-health-and-counseling>.

If you are having trouble meeting basic needs: shelter, sleep, nutrition, there are resources available to help. The PSU Food Pantry offers supplemental food items to currently enrolled PSU students. The pantry is located in SMSU 325. For more information, you can email foodhelp@pdx.edu. For more information on food and wellness assistance for students visit: <https://www.pdx.edu/student-access-center/>. For help meeting other basic needs, contact the Basic Needs Hub at basicneedshub@pdx.edu.

Student Legal Services provides legal advice and assistance on a range of areas of law including family, landlord-tenant, and immigration. More information can be found at: <https://www.pdx.edu/sls>.

Services are available for students with children, including childcare subsidies and family events, a lending library and clothing closet, lactation spaces, and a Family Resource Room. More information can be found at: <https://www.pdx.edu/students-with-children/our-services>.

The Office of Diversity & Multicultural Student Services (Smith Memorial Union 425) provides structured, academic support service, advising, referrals, and advocacy for first-generation college students, low-income and others facing special challenges. Visit <http://www.pdx.edu/dmss/> for info.

International Student Services provides a range of assistance to international students, including help with visas and immigration status, internships and employment, and life on campus and in Portland. They also have a Student Aid Fund for international students experiencing financial difficulties. More information is available at: <https://www.pdx.edu/international-students/>.

The Learning Center (Millar Library 245) mission is to foster the learning process by empowering PSU students to accomplish their academic and personal goals. In addition to helping with current coursework, academic support services can assist in developing effective learning strategies. See <http://www.pdx.edu/tutoring/> for more info.

The Portland State University Millar Library offers a wide range of helpful resources, databases, and tutorials to assist with coursework and research. In particular, you might find the resources that have been collated specifically for urban studies useful (<http://guides.library.pdx.edu/urbanstudies>).

The Writing Center (Cramer 188) will help you with all varieties of projects, including class assignments, resumes, application essays, presentations, and creative writing. It aims to help writers at any stage of the writing process, from brainstorming to the final draft. You can schedule an appointment online: <http://www.writingcenter.pdx.edu/>. Their website also contains resource pages that suggest ideas and strategies for completing writing projects.