

USP 559 Internship Seminar

Fall 2026

Course Overview

This is a unique class which takes place over the duration of your time as a MURP student. It is designed to help you prepare for your internship, and your overall career as a planner. It has three primary components:

- A series of career development workshops and discussion (seminar) sessions with associated short assignments, which you will complete over the course of your first year in the MURP program
- A 400-hour internship experience and an assignment documenting its completion
- A reflective essay to be completed at the conclusion of the internship experience

Most of you will register for the 1 credit associated with this class (USP 559) in winter or spring of your second year, but you 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.

Do not register too early - you will receive an "I" Incomplete grade for the course until you 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.

Students have consistently found this series really helpful in preparing for their future as a planner!

Quick Facts: Urban and Regional Planners

From the [US Bureau of Labor and Statistics](#)

- **2025 Median Pay:** \$89,320 per year / \$42.94 per hour
- **Typical Entry-Level Education:** Master's degree
- **Number of Jobs in 2025:** 45,800
- **Job Outlook for 2025-26:** 4% (average)

Course Learning Objectives

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.
- Learn from their own and other students’ internship experiences about professional dynamics within planning.

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

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

Grading

This course is graded Pass/No Pass, 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% (You will complete something in class, or to be turned in shortly after class)
- 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 Topics

Internship Seminar Overview

Wednesday, Oct 7, 5:30-6:30

URBN 270

Laura Ehrlich

- Review of requirements - hours, activities, reflection
- Review of key dates (see below)
- Q/A

Career Readiness Workshop #1 - Career Visioning & Kicking-Off Your Targeted Career Approach

Wednesday, Oct 14, 5:30-7:10

Room TBA (either URBN 250 or URBN 270)

Louise Paradis, Career Counselor | University Career Center

- 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

Career Readiness Workshop #2 - Keys to Effective Networking

Wednesday, Oct 28, 5:30-7:10

Room TBA (either URBN 250 or URBN 270)

Louise Paradis, Career Counselor | University Career Center

- 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

Career Readiness Workshop #3 - Cover Letters, Resumes, and Applications

Date and Time TBA, Winter 2027 Term

Room TBA

Nathaniel Sprouse, M.Div, Career Counselor | University Career Center

Creating door-opening materials to get the interview!

- 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

Career Readiness Workshop #4 - Interviewing for Success

Date and Time TBA, Winter 2027 Term

Room TBA

Nathaniel Sprouse, M.Div, Career Counselor | University Career Center

- Prepare, practice and be yourself—the winning formula!
- Learn various approaches to interviewing
- Featuring behavioral interviewing methods
- Practice with classmates

Discussion: What is Reflective Practice?

Date and Time TBA, Spring 2027 Term

URBN 270

Laura Ehrlich

Internship Seminar Individual Check-ins

TBD - Fall 2027/Winter 2028

Wrap-Up: Collective Reflections and Looking Ahead

TBD - Winter/Spring 2028

Access and Inclusion for Students with Disabilities

PSU values diversity, equity, and inclusion. My goal is to create a learning environment that is accessible, equitable, inclusive, and welcoming.

I am committed to fostering mutual respect and full participation for all students. If any aspects of instruction or course design result in barriers to your inclusion or learning, the Disability Resource Center (DRC) provides accommodations 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 DRC to schedule an appointment and initiate a conversation about reasonable accommodations. The DRC works with students who have physical, learning, cognitive, mental health, sensory, chronic illness, and all other disabilities.

If you already have accommodations: Please contact me to make sure that I have received your Faculty Notification Email, and to discuss your accommodations.

The DRC is located in Smith Memorial Student Union, Suite 116. You can also contact the DRC at 503-725-4150, drc@pdx.edu, or visit the [DRC website](#).

Title IX Prohibited Discrimination and Harassment Policy

Portland State is committed to fostering a safe, productive learning environment.

Title IX and PSU policies prohibit discrimination, including discrimination on the basis of sex/gender and sexual harassment, which includes sexual assault, domestic and dating violence, and stalking.

We expect a culture of mutual respect in our department and class. You may report any incident of discrimination or discriminatory harassment, including sexual harassment, to either the Title IX Coordinator, [Office of Equity and Compliance](#), or the [Office of the Dean of Student Life](#).

Please be aware that as an instructor, I have the responsibility to report any instances of sexual harassment, sexual and relationship violence and/ or other forms of prohibited discrimination to PSU's [Title IX Coordinator](#), the [Office of Equity and Compliance](#) or the [Dean of Student Life office](#) and cannot keep information confidential. However, the information will be kept private and only those with a need to know will be provided with what you disclose. If you would rather share information about sexual harassment or sexual and relationship violence to a confidential employee who does not have this reporting responsibility, you can contact a [confidential advocate](#) at 503.894.7982 or by scheduling [online](#)

[Links to an external site.](#)

. You may also contact other confidential employees found on the [sexual misconduct resource webpage](#).

Please complete the required student module [Understanding Sexual Misconduct and Resources](#) in Canvas, which provides information about PSU policy and resources.

You may also report sexual and relationship violence to law enforcement on campus with [Campus Public Safety Office \(CPSO\)](#), or you may file an [anonymous report](#)

[Links to an external site.](#)

[with Campus Public Safety Office](#) or a [Bias Incident report](#) with the [Bias Review Team \(BRT\)](#).

PSU does not typically investigate reports that are made through these two avenues. These reports help PSU understand what students and employees are experiencing on and around campus and provide support where needed.