



## Maxine Goodman Levin School of Urban Affairs

LEVIN COLLEGE OF PUBLIC AFFAIRS AND EDUCATION

### UST 490 Urban Internship Course Requirements

Students registering for UST 490 Undergraduate Internships are required to complete the following in order to earn credit:

- 1) Complete the **Undergraduate Internship Student Agreement**.
- 2) Complete the **Learning Contract and Educational Plan** with all required signatures.
- 3) **Register for UST 490 in CampusNet**; consult your academic advisor with questions.
- 4) Complete the required amount of work hours per credit registered. 1 credit is equivalent to 35 work hours. The options for the number of credits available to register for are 3, 4, 6 or 8 credits.

3 credits= 105 work hours

4 credits = 140 work hours

6 credits = 210 work hours

8 credits = 280 work hours

- 5) Students prepare a professional portfolio while interning. Professional portfolio development occurs online with weekly assignments in the UST 490 Blackboard course. Assignments are graded. There are no in-person class meetings for the academic coursework portion of Urban Internship.
- 6) Submit the **Agency Evaluation of Student Intern** form completed by the intern's supervisor at the end of the internship.
- 7) Submit the **Student Evaluation of Internship** form completed by the student intern at the end of the internship.

**All internship forms are available online at:**

<https://levin.csuohio.edu/passc/student-services-forms>

**Return all completed forms to:**

[urbaninternships@csuohio.edu](mailto:urbaninternships@csuohio.edu)