TO: Extension Educators, Community and Economic Development Leaders, Community Planners

FROM: Zenia Kotval and Rex LaMore, Urban & Regional Planning Faculty

SUBJECT: Practicum Opportunity

The MSU Urban & Regional Planning program requires graduating undergraduate and graduate students to complete a capstone course designed to address real world planning issues. Titled the "Urban & Regional Planning Practicum," this course integrates a student's educational training in planning with the real world challenges of developing and preparing a professional planning project with selected community partners. Practicum is considered a student-led, faculty-guided learning experience and seeks to bridge the transition from classroom learning to professional practice for emerging planning professionals.

We are currently soliciting planning studies from potential community partners for students to work on during their final semester beginning in January. While a number of factors go into selecting appropriate practicum sites by the faculty, priority is given to communities that do not have resources to hire professional consultants. However, projects will be chosen based on quality, variety, and appropriateness for the class.

As the number of projects we are able to accept depends on the number of students registered for the course, we are unable to guarantee project acceptance until the beginning of the semester in January. We will, however, make preliminary selections by December 10.

If your project is selected for this university/community partnership we require every project have a community contact that is familiar with the project in detail, and interested in the planning process and the outcomes of the course. Clients are expected to play an integral role in the development of the scope of work with the student team, make themselves available to the students on an as-needed basis, provide timely and constructive criticism and feedback on draft reports, and attend the final presentation by the students.

To assist you with the costs associated with your practicum project, please refer to the enclosed information regarding the MSU EDA University Center for Regional Economic Innovation (REI). The REI University center supports a select number of projects that meet a specific set of criterion. This past year, REI
supported 10 projects led by faculty at Wayne State University, Eastern Michigan University, and Michigan State University. If you would like to be considered for REI financial support, please carefully review the attached information and check the REI related boxes on the Practicum Project Application. REI staff will follow-up with you as soon as possible as to whether or not you will be awarded.

For examples of previous Practicum projects, please visit the UC website at www.spdc.msu.edu/programs/urban_and_regional_planning/uc_what_we_do.

Practicum is supported through the Urban Collaborators. **Urban Collaborators** is a partnership of MSU Extension and the School of Planning, Design and Construction. We aim to address specific topics that affect the vibrancy of our core city neighborhoods with reference to smart growth, livability, and community-based social and economic policies that build from within and cater primarily to current residents. Within this framework, we will address issues of work and entrepreneurship, use of urban buildings and space, organizational capacity building, strengthening ethnic neighborhoods, creating safe environments and meeting basic community needs, such as housing, food, education, safety, sustainable built environment and protection of natural resources. Our focus is on key urban anchors along Michigan’s major transportation corridors I-96; I-94 and I-75. These are Battle Creek, Benton Harbor, Detroit, Flint, Grand Rapids, Hamtramck, Highland Park, Jackson, Kalamazoo, Lansing, Muskegon, Pontiac, Port Huron, Saginaw and Ypsilanti.

Practicum is supported through the MSU EDA University Center for Regional Economic Innovation (REI) at the MSU Center for Community and Economic Development. The **REI** is a new economic development ecosystem, leveraging higher education assets to support the co-creation, co-application, and dissemination of innovative economic development strategies that promise to yield high-growth entrepreneurship, job creation and economic innovation throughout the state of Michigan!
PLANNING PRACTICUM REQUEST FORM
(rev.2012)

Your Organization’s Name: __________________________________________________________
Contact Person for this Project: ______________________________________________________
Contact address: ________________________________________________________________
Contact phone: _________________________________________________________________
Contact fax: ___________________________________________________________________
Contact Email address: __________________________________________________________

This form is intended to help the MSU Urban & Regional Planning (URP) Program and the MSU Center for Economic Development to better serve your community’s needs. We will use this information to match Urban Planning student interest/skills with the specific needs of the community requesting services.

A. General Description (Please describe your project in brief--Attach no more than 2 pages for project goals, expected outcomes and final deliverables)

B. Scale of Project--What is the scale of the community service project? (Check only one)
   ( ) Parcel/Site
   ( ) Neighborhood
   ( ) District
   ( ) Town/City
   ( ) County

C. Community Timeline
   Do you believe the project can be completed in one Semester (15 weeks) ( ) Yes ( ) No
   If no, please explain? __________________________________________________________
D. **Project Development**
What is the current development phase of the community project? If project has not begun, please indicate at what phase URP would become involved. *(Using your best judgment)* (Check only one)

( ) Defining the Project
( ) Inventory and Analysis
( ) Preliminary Design/Plan Phase
( ) Final Design/Plan Phase
( ) Implementation Phase
( ) Other (Please Specify) _________________________________________________

E. **Project Support**
What types of support can you lend to the project? (Check all that apply)

( ) Financial
( ) Working space for students
( ) On-site access to computers, phones, copy services and other work related supplies
( ) Access to project specific data and information (Please Specify) _________________
( ) Mentoring students, providing project guidance and acting as a resource
( ) Providing timely feedback on draft reports and attending student presentations
( ) Networking for students to gain access to reports and local resources
( ) Other (Please Specify) _________________________________________________

F. **Funding**
How much is the community able to contribute toward the project, in cash, to cover expenses? Limited financial assistance may be available in some cases.

( ) $500-$999  ( ) $1000-$2999  ( ) $3000-$5000

G. **I would like to apply to participate in the MSU EDA University Center for Regional Economic Innovation (REI) program.**

Yes_______ Requested Amount of Financial Support_______
No, not at this time ________

H. **Project Impacts**
Is the project likely to create . . .

*Knowledge-economy jobs* Yes______ No_____ Maybe_____

*High-growth entrepreneurship* Yes_____ No_____ Maybe_____

*Strengthen your regions economic base* Yes _____ No_____ Maybe_____

*Other (Please be specific)* _________________________________________________
Please return your completed application by November 15, 2013 to:
Zenia Kotval
Director
Urban Collaborators
School of Planning Design and Construction
Michigan State University
Human Ecology Building
552 W. Circle Drive, Room 404
East Lansing, MI 48824

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