

TO: Community Partners and Interested Parties
FROM: Zenia Kotval, Urban and Regional Planning
SUBJECT: Practicum Opportunity in Spring Semester



The MSU Urban and Regional Planning program requires graduating undergraduate and graduate students to complete a capstone course designed to address real world planning issues. Titled the "Urban and 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. If you are interested in submitting a proposal for practicum, please complete the attached two-page request form and send it to salmistu@msu.edu by November 20th. 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.

If your project is selected for Practicum, 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.

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 15.

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

Your interest in participating in this program is appreciated. Should you have any questions regarding this solicitation or your possible participation, please do not hesitate to contact Zenia Kotval kotval@msu.edu.

MSU PLANNING PRACTICUM REQUEST FORM

This form is intended to help the MSU Urban and Regional Planning (URP) Program 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.

Your Organization's Name:

Contact Person for this Project:

Contact address:

Contact phone:

Contact fax:

Contact e-mail address:

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. 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) _____

D. Community Timeline

Do you believe the project can be completed in one Semester (15weeks): () Yes() No

If no, please explain? _____

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

Practicum requires a community cash match between \$3000-\$5000.

Please indicate how much you have allocated for practicum: _____

G. Would you like to apply to participate in the MSU EDA University Center for Regional Economic Innovation (REI) program (www.reicenter.org/)?

() 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 via email attachment to salmistu@msu.edu by **November 20.**