

TO: Community Partners and Interested Parties
FROM: Dr. Zenia Kotval, Program Director, Urban and Regional Planning Program
SUBJECT: Practicum Opportunity for the Spring Semester (January-May)

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.

This solicitation is for 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 kotval@msu.edu by November 30th. Projects will be chosen based on quality, variety, and appropriateness for the class.

Practicum projects are highly subsidized by funds made available through MSU Extension and the Regional Economic Initiative (REI). These partners allow us to keep required community contributions between \$3,500- \$5,000. Practicum clients are expected to participate in a one day REI Summit or Extension event sometime in the Fall semester after Practicum projects are completed.

If your project is selected for Practicum, we require every project to 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 10.

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 at kotval@msu.edu.



MSU PLANNING PRACTICUM REQUEST FORM

Please return your completed application via email attachment to kotval@msu.edu by November 30.

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
- Design/ Plan 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 projects require a minimum of \$3,500. If you do not have the required funds, you might qualify for a match from the REI program (www.reicenter.org). How much is the community able to contribute toward the project (please specify the actual amount)?

- \$1500-\$2500 (REI match (\$1,000-2,500) required) \$3500-\$4,500 _____ \$5000_____
- Other Amount (Please specify amount) _____

For examples of previous Practicum projects, please visit our website at <https://www.canr.msu.edu/urban-collaborators/Home/practicum-course>

Please fill out the next page if you do not have a min of \$3,500 and need in REI support.

Regional Economic Innovation (REI)

The MSU EDA University Center for Regional Economic Innovation (REI) at the MSU Center for Community and Economic Development is building a new economic development ecosystem by leveraging higher education assets to support the creation and application of innovative economic development strategies that promise to yield high-growth entrepreneurship and job creation throughout the state of Michigan. Please access the REI website at <https://reicenter.org>.

If you have questions regarding REI and their support, please contact Jennifer Bruen at bruenjen@msu.edu.

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

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) _____

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