

**UST/ENV 490**  
**Undergraduate Students**  
**Urban Internship Requirements**

Students registering for UST/ENV 490 Urban Internship, will be required to complete the following:

1. A completed Learning Contract and Educational Plan Form with a one page description of the host agency. Please return this form to Deborah Brown, Undergraduate Advisor, UR 212, Maxine Goodman Levin College of Urban Affairs, 2121 Euclid Avenue, Cleveland, Ohio 44115.
2. A completed Student Agreement Form returned to Deborah Brown, Academic Advisor, at the above address.
3. At least 150 hours of work for four credit hours and 300 hours of work for eight credit hours.
4. A completed Intern Evaluation Form completed by the agency supervisor at the end of the internship and submitted to Deborah Brown, Academic Advisor, at the above address.
5. A completed Student Evaluation Form of the agency at the end of the internship and submitted to Deborah Brown, Academic Advisor, at the above address.
6. A five to six page paper which relates the student's prior course work to the internship experience. This paper should show how specific course content was beneficial to the student's internship. If knowledge or skills were needed that the student did not possess, and he or she feels that a course or courses in this area should be offered by the department, this should also be discussed.

Please feel free to contact the Office of Student Services at (216) 687- 3884 with any questions.

