

[00:00:00] Perfect. Okay, so we are recording and so this means that this is gonna be a resource for you to return to. You will see that we've got a lot of information to share with you and we are delighted that you are here. So we'll begin with introductions. So, hello everyone. I am Mi Rabinowitz Bassel. I am here wearing two hats.

One is as the chair of the Department of Urban Studies and Planning. The other is as one of the faculty instructors for the Senior Sequence capstone. Um, and so let me have everyone else who is here and presenting, introduce themselves, and I'll just call you as I see you on my screen. So, Jennifer. Hello, uh, my name is Jennifer Eller.

I'm the director of Student Professional Development Industry Relations, and I will be helping you with the internship component of the capstone. Thank you, [00:01:00] Jennifer. Tricia, I. Good morning everyone. I'm Tricia Taylor Oli with the Academic Internship Program over in the Teaching and Learning Commons. And, um, along with Jennifer, I can provide a little support with your internship process and in particular helping you to document, uh, your internship experience for the purpose of getting, getting credit for it.

Thank you, Tricia. Dawn. Good morning everyone. My name is Dawn Murphy. I'm the undergraduate advisor for the Department of Urban Studies and Planning. So I will be helping you, um, plan out your academic plan, I should say, um, and also help you with enrolling in your courses. Um, and you can always make an appointment with me for a 30 minute one-on-one advising session.

Thank you. And we have one other person who may be joining us, but who is also critical to today's discussion. And that's Professor Isaac Martin. Um, and if he doesn't join us today, [00:02:00] you will have plenty of opportunities to get to know him better next year. So let me quickly, quickly tell you what we're gonna do today.

You see it's a really full agenda. We're gonna begin by talking about the structure. Of senior sequence, we'll cover the academic requirements as well as the internship requirements. We'll hear from Tricia who just introduced herself about the academic internship process for managing your internship.

We've got some great tips and advice for you as you prepare for senior sequence, and then we've got some additional information to share. We'll let you know. Who to go to when you've got questions, and then also wanna make sure that we have the opportunity to answer your questions and know that this

isn't your only opportunity to ask your questions, but this is a great starting point.

So let's go to the next slide, please. [00:03:00] So a bit about senior sequence. Um, so I'm curious, show of hands, how many of you went to Expo, have been to Urban Expo either this year or a prior year? Some. Okay. I see. Alice, your hand up. Okay. Donnie. Blake. Taylor. Okay. So a good number of you. Terrific. So some of you have had a little preview.

Of what senior sequence is. I wanna begin by noting how unique it is that we have this requirement in the USP department. There are very few departments on campus that have such a robust senior capstone program, and it's one of the things that I think makes. The USP department really special and it's really something that can help you differentiate yourself, um, as an undergraduate because you are gonna have the opportunity to do original research [00:04:00] paired with an internship.

So this is a two quarter sequence. It starts in the fall, it continues in the winter quarter. We have two faculty members who teach it. I teach the fall quarter. I will have the pleasure of being with all of you in USP 180 6 in the fall. And then winter quarter I hand you off to Professor Martin and you will be with Professor Martin for the second and final quarter of the capstone sequence.

And the sequence is designed so that over the course of this 20 week journey, which sounds. Really long, but believe me, it's, it's gonna feel fast once you get into it. Over the course of these 20 weeks, you will have the opportunity to prepare, come up with your own research question, have an object of study, right?

What is it that you're really interested in, passionate about? Maybe it's something that you [00:05:00] studied in another class. Maybe it's an internship you've already done that first quarter. You're gonna write your research proposal. And you're gonna be drawing upon classes you've already taken your research methods classes, some of your other classes, your technical elective, and then that's gonna prepare you for winter quarter where you're going to actually implement your research plan.

You're gonna collect your data, you're gonna analyze your data, you're going to take all that material, put it into a final written document. About 20 to 25 pages, and that's your own original research. And then you will prepare a poster that gets displayed at our Urban Expo in the Price Center Ballroom, Thursday of 10th week of Winter quarter.

And it's a rigorous but very, very rewarding process. And there's so much more I could say about it, but I know we have lots of slides, so if you've got questions about the nuts and bolts of it, [00:06:00] we'll come back to that during q and a. Okay, I'll talk about the academic requirements, and I think many of you are aware of these, but let's go through them.

Um, as you know, USP 180 6 is a course that's only offered in fall quarters, and then USP one, E 180 7, only in winter. Um, before you can enroll in USP 180 6, there are prerequisites that you need to complete. Um, we do have USP 30 and, um, I'll talk about that more in a moment. USP 60, although for students that entered prior to 2024, you were able to take.

Poly 30, psych 60 or so, C 60, and that would fulfill that statistics requirement. Um, we changed our curriculum in fall 2024, where we do now require USP 60, but not for, uh, students that were here prior to 2024 USP 30. And I know some of you have been frustrated by this because it does U SB 30 does not show up on [00:07:00] your degree audit.

But it is a course that is required and it is required because it is a prerequisite for USP 180 6 that went into effect as a prerequisite. USP 30 went into effect as a prerequisite in fall 2025. So we've had some questions. Um, is this required for me? Yes it is. And I know we have an extremely large USP 30 course that Professor Rubel is teaching this spring.

Um, if you have any questions about us P 30, you can reach out to us in the vac va.ucsd.edu and um, I can work with you on that. Um, regarding the prerequisite courses. You can get a D. You can earn a D as your grade, and you would actually be allowed to take USP 180 6. However, for our degree program, for the fulfillment of the USP degree, you need to get a grade of at least a C minus in all of your courses for the degree.

So you would still, you would have to repeat the course if [00:08:00] you got a D in it, although you would be able to actually go into USP 180 6. And that's a little confusing. So again, reach out to me if you would like to meet about that. Um, these courses weigh heavy, so they are six credits, USP 180 6 and USP 180 7, and that includes the two credits for the required internship.

Great. So I'm gonna be talking at length now about, um, something we get a ton of questions on, which is the internship requirement. Uh, so the internship requirement counts for two units each quarter, right? So these classes are six units. Um. Most classes at UCSD are four, so these are additional, and that is

taking into account that you are going to be completing additional internship hours outside of class.

The internship itself can be related or unrelated to your senior research project. [00:09:00] The topic, uh, it can be paid or unpaid. It can be a part-time job. Um, it can be in-person, hybrid, or remote. I do recommend in-person or hybrid to get the best experience, uh, because this is a learning opportunity and a networking opportunity.

And if you're fully remote, um, you may not get as much of that. Um. It should apply to urban studies and planning in some manner. If you look at our list, long list of, uh, electives, you will see that urban studies and planning is a very multidisciplinary, um, so there's a wide variety of positions that can count.

It's not just planning. It could also be transportation, um, climate change, environmental planning, trans, um, GIS, um, some nonprofit work. So there, there's wide variety. If you have any questions about whether or not a position can count, please email me and include the job description [00:10:00] and we'll look at it.

It's not just about what the employer does, it's also about what you would be doing in that internship. We want it to, um. Be a learning opportunity and ideally from my perspective as your in-house career coach, it should align with your career exploration and be professional development. We've had many students get full-time job opportunities or get referrals from their internship.

So what will you need to do? You will need to complete 100 hours by the end of winter quarter. These hours are tracked in the real portal via a IP, which Tricia will go over later. You can start counting hours as of September 1st. So this is a bit of a compromise, um, because the fall quarter doesn't actually start until the third week of September.

Um, so. If you have a summer internship, you can continue that on. If it's a full-time position, you [00:11:00] can get through quite a few of those hours in September. If you're working full-time, uh, the internship must be secured by the end of week three. In fall quarter. You have to start your hours by the end of week five in fall quarter, and my recommendation is to maximize this opportunity.

It is what you make of it. So some things to be thinking about is career exploration. Um, if you are not quite sure what you wanna do after you graduate, this is the time to be thinking about it. So what are you interested in

learning more about? Uh, you can. Conduct research on different career paths and do informational interviews.

If you haven't taken USP 30 yet, if you're in it right, uh, in spring quarter, that will be one of your assignments is to conduct an informational interview. Uh, you can look at full-time jobs to kind of reverse engineer. Hey. You know, this job sounds really interesting. What [00:12:00] might be an internship that could align with that, that would help set me up to be a great applicant for this position.

Um, other things I think about is what has sparked your interest in your classes or when you read the news, what gets you fired up? I like to say in the workshop I do every quarter is when do you find yourself in a flow state? We all have had classes where maybe it's a two hour class and you're so engaged in the content that that two hours flies by and it feels like 15, 30 minutes.

We've also had classes where it's the opposite, where it's, you know, an hour and it feels like it's been three. Um, so those are the ways that you could kind of figure out, well, what, what are my interests in? Um, you could look through organizations and companies, which ones pop out to you? We have some resources.

I'll go over. Next step is to prepare your application materials. So update your resume and understand the basics of writing a cover letter. Um, many posted positions will have multiple applicants, and sometimes [00:13:00] these postings will only be up for a week, maybe two. So you wanna have your application ready.

It could be that in USP 30 you have a guest speaker that comes into class and says, Hey, my company has a summer internship. Posted now. You wanna be ready to go and ready to apply as soon as you hear something that's interesting to you. The hiring timeline can be lengthy anywhere from three to over eight weeks.

Um, so it's important that you start this process way before fall quarter starts. I'll go over timelines on another slide. Um. I'll email everybody that rpsd, um, for this orientation, uh, a resume template. Um, please do not use Canva or try and get fancy. I go over this in the workshop. Um, if you're in USP 30 now, you'll watch the recording of last summer's workshop to kind of understand why I, I say that it has to do with, [00:14:00] um, a few things including applicant tracking systems.

Um. Adding your course projects. This is feedback that we've gotten from alumni and industry supporters who were familiar with our program, who said, Hey, we're having students apply from your program that aren't putting their capstone, that aren't putting their research methods, that aren't putting their.

Technical elective. And we know those projects have real world applicability and are building skills, and that is experience. So those students are underselling themselves. So make sure you put that on your, your template. Um, not all career center templates include a section for this mine does. Um, also in USP 30, you will be creating your resume.

So this will be an assignment for that. Um, and then make sure your resume is updated for winter and spring quarters. This is a living document. Every quarter as you complete more projects, um, this will change. Or as you get more experience as maybe you're a student org leader or you volunteer somewhere, uh, you'll have more to add to that.[00:15:00]

So what else can you do to prepare? So, um, I've already hosted my spring resume workshop, um, but if you are in USP 30, you'll be covering this, uh, topic in that class. I also will be hosting a summer internship and jobs search and resume workshop in early July. If you either haven't attended that or you want a refresher, um.

I have, uh, last summer's recorded. I have modified it since then. Every quarter I improve it a little bit. Um, but if you want that now, I will also provide it, uh, to at least get you started. Please, please have your resume reviewed either by me or career center staff. Um. I've had students come to me and they're like, oh, I had my parent or my big sister or my friend, uh, review my resume.

And I look at it and I'm like, Hmm, that's great. But they're not trained [00:16:00] in this. Right? This is, I've looked at probably over a thousand resumes by now, and so has career center staff, so please utilize us. So unless somebody works in HR or does this a lot, uh. So, for example, uh, your USP 30 professor, she has looked at many resumes.

Um, you know, please utilize the people that have experience in reviewing and giving feedback on those, um, optional things to be creating, uh, a portfolio. If you are interested in urban design or architecture related internships. This is likely a necessity. I believe Professor Sue Pearson and YPS in architecture will likely be having another portfolio workshop in Spring.

Um, the career center has also had workshops on creating a portfolio. Uh, other optional is LinkedIn. So, uh, recruitment trends that I have seen in the five plus years I've been in the department. So, [00:17:00] summer internships there ha, there was some recruitment, um, prior in fall quarter, sorry, not prior to fall quarter prior in fall quarter.

Um, this tends to be for larger cohorts. So for example, maybe like. The city of San Francisco planning, they might hire 10 students for summer 2026 internships. So they'll, they'll kind of bulk higher earlier. Um, construction management also tends to hire earlier, um, but beyond that, the majority tends to be advertised between January and April, may for summer internships.

Then it will slow down in June. Um, it will be non-existent in July because it's already summer, um, for fall internships and school year internships. Uh, I tend to not see as many posted in July because I think employers are busy with their summer interns. Um, but then August, September, and early October is peak recruitment.

There's a significant slowdown between Thanksgiving and New [00:18:00] Year's, uh, as companies, um, tend to be focusing on end of year projects and just. Uh, letting their employees take a, a break. Um, there will always be one-offs to these trends, right? So I'm not saying that you can't get, you won't see a summer internship posted in June, or you won't see a school year internship posted in November.

This is just when I see the most of them posted, and that's when you'll have the greatest number of opportunities. Uh, so then you have to think about, well, where, um, where will I find these posted positions? So there's no one standard place all employers posts, it'd be really great if there were, right.

It'd be so easy to just go to one website. Unfortunately that's not the case. Um, so. Please utilize multiple resources. Um, we have a, we have our DUSP blog. We have an internship page. Um, we get opportunities sent to us. I also reach out to employers to [00:19:00] ask 'em, Hey, do you have any summer or do school year internships?

And I post them there. I do not have a secret stash of internships in my pocket. I post everything on the blog for fair and equitable recruitment. Um. Our, we have a student assistant that will do web roundups that will go to some of the next, uh, sites I'll mention to try and find internships that we think our students would be interested in and post 'em to the blog.

Right. That makes it a little bit easier for you. Um. Other places to look. Handshake Indeed, and LinkedIn. I recommend using all three of those, not just one. Definitely don't just rely on Handshake because many employers don't post there. Uh, for planning, American Planning Association has a new website.

They have a portal with jobs and internships. Government jobs is great for government jobs, and then organization or company websites. So for example, the city of San Diego has a very robust internal jobs page. Um. Caltrans, uh. [00:20:00] Uh, SANDAG. Sorry, that meant to say Sandag, where it says San Diego. Um, and some of these you can sign up to be on their email list so you can get notified.

Hey, let me know Sandag. Every time you get a job opportunity posted to your website and it gets emailed to you. Uh, tomorrow is the spring. Career fair hosted by the career center. That will be a great opportunity to, uh, network with recruiters and employers. And please do not put all your eggs in one basket.

What do I mean by this is you need to be applying and keep applying until you have a internship offer that you have accepted. So you will likely apply to positions and you will never hear back. So if you're waiting to hear back. Don't, you'll miss out on applying to other opportunities. There's research that says that there's also quite a few opportunities that never get posted.

So [00:21:00] these are, um, positions that, uh, companies don't advertise on those online websites or on their websites. Um, how can you find them? You can cold email organizations you are interested in working for, and I have heard this, have had students get. Opportunities by doing this. Uh, what I recommend doing is attaching your resume as a PDF to your email.

Uh, your email body itself should be like a mini cover letter of why you're interested in working for them, um, showing that you've done a little bit of research and to what they do, what skills and talents you would bring to them. And most importantly, that email should be directed to somebody that has.

Hiring authority and likely the bandwidth to actually respond to your email, so likely middle management. So for example, if you're, uh, reaching out to an architecture firm that is a, like Carrier Johnson, um, [00:22:00] do not email the CEO because they will not respond to your email. Um, also, don't just email their info at Carrier Johnson or their HR department because those emails will likely just get.

Shuffled around or, or not really looked at. You want to target somebody who is middle management, so an assistant director or director or manager, somebody in the middle. If it's a smaller organization, like a nonprofit or a very small company, you might have luck with the, the principal planner or the, the head of that company, but I generally recommend middle management.

Um, networking. So students often hear about opportunities from their network. Who is your network, your faculty, your advisors, your friends, your family, your classmates? I have heard of students essentially. Passing down internships, right? So if you know people who were just in the USP Capstone, all of them had to get internships.

And now those positions are either [00:23:00] empty or will uh, soon be vacant. And I've heard of students basically referring their friends of, you know, Hey, boss. I know this other student who wants to work in transportation planning, connecting them and, and then that, uh, rising senior, getting the position from it.

You can also go to networking events with professional associations or YPS architecture at UCSD. Uh, alumni are great for networking and when you conduct informational interviews, it's not really used to. Blatantly ask for an internship, but it's a great way to plant the seed of, Hey, this sounds really interesting.

Uh, if you hear of any opportunities, please let me know. Right. Um. Again, if you're interested in architecture, urban design, make sure you do cold outreach. There's a couple reasons for this. There's just fewer of those positions posted. Um, and some of them tend to say that they're looking for students that are in accredited architecture programs.

I would not let, if you see a post [00:24:00] position that says that, don't let that deter. You always apply if you meet at least 50% of the qualifications. But in general, students have to do cold outreach for that. Or networking. Then you wanna prepare for your interviews. Uh, you wanna do online research about the organization.

UCSD has a tool called Big Interview that you can use to practice your interviewing skills. It will actually record you, it will give you like, here's the top 20 questions that could be asked. You wanna prepare your references? Your references are two to three people who can speak to your work product and work ethic.

Who are these people? These are, um, your previous supervisors at part-time jobs. It could be a coach, it could be a, a mentor, it could be a faculty member that you've gone to their office hours or had multiple classes with. Always ask first. Um, and then after the interview, be sure to send a thank you email within 24 hours.[00:25:00]

Now you also have to be thinking about what to look for in internship. Um. So what can you gain from the experience, whether it's skills, knowledge, a network, uh, what sector are you interested in working in? What kind of projects would you like to work on? What opportunities for feedback or mentoring exists?

Um, other kinds of questions because we, again, we want this to be a learning and growth opportunity for you. So you are also trying to figure out, is this gonna be a good fit for me? Now if you're at the point where like, Hey, I don't know what I wanna do after I graduate, it's fine to apply to a wide variety of positions.

You don't have to have it locked in of like, Hey, I know I wanna do transportation planning, and that's all I'm gonna focus on. It's okay to have a, a broader, um, options, logistics. Uh, is the internship in person, hybrid or remote? If it's remote? What software and hardware are provided to you for you [00:26:00] to be successful?

Are there resources, um, that will support you? Um, is the internship easily accessible? I've seen some internships posted in North. East County, San Diego, where from UCSD, it would be really difficult to get to with public transportation or even closer locations like Delmar Heights, Carmel Valley, not, you know, there's not a ton of buses that run through those areas, so if you don't have a car, think about how are you going to get there?

If you need to show up in person, is it possible to take an unpaid internship or do you need one that is paid? We always emphasize to employers, Hey. We want our students to get paid, but the reality is that not all these organizations have the budget for it. Also, there are some times where students actually prefer unpaid for.

For issue, for reasons, um, we will be opening up the Stephen L Scholarship. This is an endowed scholarship. It's three, \$2,000 [00:27:00] scholarships for students that are gonna be getting an internship. So if you know that you're gonna be targeting unpaid internships or you're not sure, um. You can apply for this scholarship and that will help offset that.

And then if there are any barriers that you perceive to have about securing your internship, let's talk about them. So anything that you might think of, visa issues, undocumented status, uh, transportation issues, uh, just, you know, scheduling with your time if you have dependents or other obligations or, uh, financial needs.

Let's talk about it. Uh, so timeline, um, you need to start this process by at least mid-July. So I recommend if you're targeting internships that are during the school year, you have your application materials finalized by mid-July. You have them reviewed by the end of July. Um. This is what you make of it, both in the type of internship and what you get out of it.

Uh, [00:28:00] and internships are long interviews. Doing an excellent job can lead to full-time job opportunities or referrals, right? Companies when they recruit employees. It is a time intensive process and they're putting a lot of financial resources into this. It can cost thousands of dollars to onboard, uh, a new employee.

So if you think about it from their perspective, if they have a previous student intern that was amazing, showed a go-getter attitude, got all their work done well, um, and that previous intern applies for a job. You know, what you're getting with that person compared to the person who just applies off indeed or off their website, that, that other person's unknown.

It's a bit of a gamble. Um, be responsive, communicative and accountable, both in your internship and with us as the faculty and staff supporting you in this process. In the [00:29:00] five years I've been in this role, I've had a lot of students come to me worried about this. Here's my feedback is if you are coming to me worried about this this early, you're not the students I'm worried about.

It's the students that we don't hear from that, you know, November are like, Hey, here's my resume. And they haven't even started working on it that have issues. So, um, please again, think about it now and you, you will get an opportunity.

All right. Looks like I'm up. Hi everyone. Um, again, I'm Tricia from Academic Internship Program and I wanna talk to you a little bit about how to, what to do once you have secured an internship to make sure that you are getting, uh, credit for it and, and that you are instructors and team know you're doing that [00:30:00] internship.

Um, and, and, and can support you with it. Uh, Jennifer, you wanna. Move that forward. So this just reiterates, uh, what, uh, Dr. Bussel and Jennifer have already, uh, shared with you, which is really a lot of the benefit of doing an internship. Um, it, it is something that employers look at as really tipping the scales.

Um. When they're comparing similar applicants, if you've had these kinds of experiences, internships, and other hands-on experiences that really, uh, is gonna support you in your job search. Um, so really this unique program that your department has structured for you is to your benefit. So please do make the most of it and really seeking out opportunities that align well, um, with your own interests.

'cause it can really, really support you as you move forward. Okay, so once you've done all the things that Jennifer just, [00:31:00] uh, talked with you about and hooray, you've received that internship offer and it's the one that you're gonna move forward with, now we need to have you tell us about that opportunity.

Right? Um, and that happens, uh, via something that we call a learning agreement form. That you can submit to academic internship program via the real portal. Um, I don't know how many of you have maybe already encountered the real portal. Uh, it is also another resource you can use for searching for opportunities.

So, so know that you can go in there to look for opportunities, but once you have secured an opportunity, you will use this document in the real. Portal to tell us about that opportunity. So you're gonna give us all the core details, where you're gonna be, when you're gonna be there, how many hours, who's supervising you, et cetera.

And that's used as sort of a point of accountability for making sure that what you're doing fits the criteria, um, for the [00:32:00] program and that, that you're fulfilling those 100 hours. That are needed also within that system will be a, a mechanism for you to track your internship hours and for us to confirm that with the supervisor at your internship site via, um, an evaluation form that they fill out.

Want to move that forward. Um, just a quickie little look. So, so it, it doesn't look, uh, totally new to you when you log in@realportal.ucsd.edu. It'll look like, uh, that first image on the left. That's kind of a catalog of different opportunities

to be able to access and submit your learning agreement. You will need to log in.

So it kind of showed you there just under where it says login, you go to student login, um, and, and then you should land on a dashboard that looks. Something like, um, what you see on the right there, you may have to, especially if you're on a phone, you may have to click the little hamburger [00:33:00] menu, right? To open up, um, the, the section of the, the database that you wanna get to.

Um, but you're working within the academic internship program and the My academic internships piece, uh, that's where you're gonna find the, the form that you need to submit the learning agreement and, and to also come back to do hours tracking and evaluations later. All right. Within the learning agreement, I, as I mentioned, you're gonna give us the nitty gritty details.

What are you doing, who's supervising you, all of that. Um, but in addition to that, we also ask you to indicate three learning objectives. Um. That, that you decide on? What is it that you're wanting to get out of this experience, um, as you're going into it? And I really encourage you to spend a little time thinking about that.

Are, are there specific, um, technical skills that you're really [00:34:00] hoping to build upon? Are you hoping to learn about particular. Uh, professional roles, what they do, how they function, um, or, or knowledge or procedures that you want to understand better within an industry that you're looking to get into. If you set these goals.

Um. It helps you to, to just be a little bit more intentional, uh, in pursuing them when you're in your internship. Also, uh, the learning agreement gets sent to your supervisor at the internship site and it includes those learning objectives. So it is one way, hopefully not the only way, but one way that you are sharing your goals with your internship supervisor, the more the folks at your internship site know.

About what you are hoping to gain from this experience, the better, um, position they are in to help you, uh, move in the direction of that, right? Or to identify [00:35:00] opportunities that help you to learn those things. Like, well, let's have you shadow so and so then, or talk to, to this person over here, or whatever the case may be, so that you have a chance to build toward those, uh, objectives that you have set for yourself.

Um, and this is just kind of a, a quick things to think about when you're setting goals for yourself. If you just say, I wanna figure out what I wanna do with my life, um, that's not really specific enough. Um, or, or measurable to, to be something that is meaningful and gives you something really to work toward.

If you can be a little bit specific in identifying what is that specific goal or, um. Piece of knowledge or competency that you're hoping to develop during your time. If you can be, be kind of specific in what that is and how you hope to get there, um, you, you're gonna make more progress toward those goals so we can move it [00:36:00] forward.

This is just sort of a little example, so you can see here. Not so helpful to just say, I wanna build skills more helpful to say, I'd really like to develop, focus on developing my use of GIS in a professional setting. And maybe you even wanna be more specific if, if there's a particular aspect of that that you wanna dial into.

Um, like I said, figuring out your, your future career. I, I, I is a great goal to have. But can you dial down a little bit further into what are you trying to understand from this internship that will help to get you toward that?

All right, so just a couple of little tips as you're filling out your learning agreement. Um, what do you, give us some detail about the specific projects and role you'll have at your internship. Remember, this is what we are using to review what you're doing and say. This is appropriate for urban studies and it relates to urban studies and planning, and, and it meets general [00:37:00] guidelines for, for what.

Um, we're looking to have you, you do as part of this internship for the course. Um, and a couple of notes. Keep in mind, think of the learning agreement as professional communication, and remember that it is going to get shared with your supervisor after it's reviewed by a IP Your supervisor gets an email, um, asking them to approve that learning agreement, so.

You want to be making a good impression in the way that you are presenting the information there. You don't want it to, to look like a sloppy note that you texted to your, your friend, right? Um, think about it as, as professional communication in the way that you're, you're structuring, um, your comments in there.

Um. Oh, as soon as you know you have an internship, go ahead and do this. Don't wait. Don't be the student that had the internship three months ago and waited until, you know, [00:38:00] uh, the last day it was due to, to, to submit it

or, or are late doing it. Um, once you have, it's, you know, plant, give yourself 20 minutes to fill out the form, um, get it done, have it off your plate, then you don't have to worry about it anymore, and you're all set, um, for, for fulfilling working toward fulfillment of your internship requirement for the course.

And that can be one less thing that you have to worry about, um, right. So, uh, it's a relatively easy thing to put on your, to-do list and check off once you have the internship secured. So, um, I, I encourage you to do that. Um, fairly quickly, ideally, um, as soon as you get your internship and, and don't wait, you know, more than a couple weeks after you're starting your internship to get that into us.

Um, we know that sometimes students are using AI to assist with writing of, uh, you know, maybe coming up with some phrasing as you're working on your internship descriptions, that sort of a thing. [00:39:00] Um. A little bit of that can be okay and helpful, but I please, please, um, review if you're doing that, don't just have, you know, a chat bot, write your description and write your learning objectives, and then throw it right into your learning agreement.

One. You know, we can tell when, when it's, they all look exactly the same, right? So, um, you know, it, it, it's usually pretty clear when that's happening for one, but also, um, you want it to actually reflect what you really are doing at the internship. So check, if you're using ai, check that. Um. What you're including is accurate, that it reflects what you're doing, that it reflects what you really want to learn, um, from that internship experience and do the editing that you need to, to make sure that that whatever you're including is clear and, and that it's accurate and doesn't have a lot of funky.[00:40:00]

Formatting 'cause you copied and pasted it. So, um, so those are just a couple little tips. This is how you can reach me. I'm Tricia Taylor Veta. I am, um, in the teaching and Learning Commons. Right now we're in Gaza Library, but we're actually gonna be probably in a different location in the new Triton Center this fall.

So, um. More info coming soon as to where you can find me, uh, in the fall. Uh, but my email address is there and you can always reach out to academic internship program on the virtual advising center, uh, and reach me that way as well.

So we don't have Professor Martin with us, but we do have some [00:41:00] advice from former students. And maybe we'll just go through these very quickly because I wanna make sure we save plenty of time for. Q and a. Um, so something that we have heard from quite a few students is that to the extent that

it's possible, align your internship with your research topic, and there are a variety of reasons.

Why it's helpful. I would say to me, what I have seen, I've now taught senior sequence two times, is when students align their internship and their research topic, they have access to experts and mentors at, in their internship where they can get some additional guidance on how to structure their research project, maybe how to access some unique data and integrate it.

Into their SRP. Don't worry [00:42:00] if you don't align the two, but the extent to which it's possible, it can be quite beneficial. Okay, next slide. Um, yes, manage your time carefully. You will see that for both USP 180 6 and 180 7, there are many milestone assignments. Some of them are peer reviewed. We wanna give you many opportunities to get feedback on your work.

But we have scaffolded this 20 week sequence so that you can successfully complete it, but you really do have to stay on top of the deadlines. You can't sit down the night before your proposal is due for 180 6 and write the entire proposal. Similarly, you can't sit down the night before your final SRP research.

Report is due and write it all. So whatever systems work for [00:43:00] you. To scaffold and manage your time, do that, but know that we've got the milestone assignments for a reason as well. So a lot of things built in. But we look to you to also carve out time on your calendar. Maybe there's an hour every day that's gonna be a research day or a writing day when you get to winter quarter, and we will talk about time management when capstone begins.

Okay, next slide. Yes. Communicate clearly with both your internship supervisors as well as your instructors and your TAs. So if something's going, so if in your internship, maybe you feel like you're not getting the mentorship or the guidance that you need, reach out, have a conversation. 180 6 and 180 7.

If you've got questions about [00:44:00] anything, if something unanticipated comes up, come in, talk with us. The worst thing that I can see happening for me in terms of student communication is when I have office hours and no one shows up. My office hours should be full. Professor Martin's office hours should be full.

Same with the TAs. Use us. We are all here to be your resources. Okay, next slide. You've heard this already. I will repeat it. Start looking for your internship early. Um, it can take a while. The onboarding process, as Jennifer talked about, can take a while and. Literally, I just wanna reiterate what Jennifer said.

Even if you heard from someone and they're going to set up an interview for you in another week or two, you should still be applying for positions. You wanna continue to be actively engaged. Okay. Um, yes, self-care, [00:45:00] really important. We will in 180 6 will have a young alumni panel come in. Students who successfully got through the capstone, they will come in in fall quarter.

And what I've heard now with both of these panels the past two years, and we actually talk about how do you take care of yourself. Right. It's gonna, it's, you're gonna be really busy. It's your senior year. Some of you might be also applying to graduate school at the same time that you're working on your SRP.

You're looking for a job after you graduate. You've got other obligations, but take care of yourself. Right? And we will definitely talk about strategies for doing that and remind you of the importance of that. Okay, next slide. Um, last thing I will say before I go over this is one thing that I will do, and I've done it the past two summers, is sometime probably in mid to late August, I will do optional office hours.

And this is an [00:46:00] opportunity if you've already got some ideas. For your senior research project, for your topic and you wanna get some feedback, this is your opportunity to check in with me in the summer. If you're like, Hey, I'm really motivated. I wanna kind of get a kickstart on this, I will have some time to do that.

So I will email all of you at some point in probably early to and let you know when those um, times will be scheduled. They'll all be remote 'cause I know most people will be scattered in the summer. Here. Very important slide. Who can help you for what? Um, I'm not gonna read through each line. Well, maybe I should.

'cause it is important academic schedule. Reach out to Dawn, um, and use the vac right to do that. Career explorations, Jennifer. Tricia Career Center staff. Um, I'll add me as well. Those of you that took USP 30 with me last quarter, many of you are taking it with me this quarter. [00:47:00] If you have questions about if a particular position can fulfill the internship requirement, reach out to Jennifer.

Any questions about the timing, the hours of your internship, how that may impact your grade? If you're looking for any extensions as it pertains to course credit, you reach out to me for USP 180 6 in the fall, professor Martin for 180 7 in the winter. If you wanna brainstorm internship ideas and connections.

Reach out to your USP faculty members. Go to their office hours, chat with them. All of our faculty members, we all have connections, right? Use us. We are phenomenal resources. We also have Jennifer, we also have Tricia. Um, and then anything that is a IP specific, please reach out to Tricia, so know that we have a lot of supports in place for you.

[00:48:00] Please take advantage of them. All right, so I think that is our last slide. Is that correct? Yeah. So we've got 10 minutes. So let's open up the floor to questions and you can either put your question in chat or you can raise your hand.

I'll give you a minute to collect your thoughts and think about what you may wanna ask. I think, uh, just while we're waiting for people to submit questions, um, if you can also drop your name in the chat as, uh, for attendance purposes. I had said in the email we would be taking attendance at the beginning and the end.

Um. So, Jennifer, this is a question I'll direct to you. This is from Geneva. As a [00:49:00] commuter student, am I required to get an internship in San Diego or can it be in the city I live in? Um, I mean, your internship can be anywhere that you can get to. So, uh, we have had students get internships, um. More east, more north, um, remotely.

Uh, yeah, I would just, again, think about the, we don't start counting hours until September 1st. So if you are trying to get an internship in Orange County, LA, somewhere else that's a couple hours away, um, how are you gonna work that into your schedule? Because. Um, you do have to come to campus for USP 180 6 and 180 7.

Um, so you are gonna be commuting to San Diego. If you could fit into your schedule, that's fine. Um, I will actually be emailing out a list of previous internship sites, but I will be removing non San Diego ones because [00:50:00] these tend to be one-offs. Um, but yeah, it could be anywhere you could get to. Okay. Um, and then, um, a question also for you, Jennifer.

What are the best re what times are the best for recruiting season for when internship positions will be posted? For the fall? For fall, I tend to see, uh, uh, starting early August through mid-October. Um, you also have the option of continuing any internships that you have this school year or over summer, and I know sometimes students will take that into consideration if they're looking for a summer internship of, Hey, I could stay in San Diego, get this summer internship here, or maybe I could also go back to back home to la, the Bay Area.

But if I stay in San Diego, I can continue this internship onto the school year. So it's really up to you. We've also had students that have summer internships or [00:51:00] previous junior internships that wanna change. They wanna explore a different area or different field. That's totally fine. The more internships the better, in my opinion.

Yeah. Agreed. Um, okay. Question for Tricia. When should we start looking at the real portal and setting up our learning agreement? So good question. Well, the real portal is always there so you can look at it. Anytime you like and including using it as one more tool for searching, uh, for opportunities that might be of interest to you.

Right. There are some opportunities that are tagged, a IP, um, that are, are internship opportunities. Um, and, and there are other more campus-based opportunities. Um, a couple of those might, might fit the bill too. So for that purpose, you can start looking at it right away. Um, the other piece I would say is as soon as you've got an internship secured, go ahead and go [00:52:00] into, um, the real portal, uh, to create your learning agreement.

And I'm going to pop into the chat here, um, a little guide that gives you some, um. Additional guidance and links to a visual guide for going into the real portal and how to access it, where to find the learning agreement. What to put a little bit about what to put in there. Um, it's, it's a general how to do a learning agreement.

It's not, it doesn't, it's not specific to. Only the USP piece. Um, but when you go into real portal, one of the first steps that you'll do, um, it is, as you navigate to that, my academic internships, there's a little button that says, find courses and programs. You're gonna click on that, you're gonna find the course that says USP 180 6.

It should be there. I think I, I think I made it live. Yesterday. So, [00:53:00] um, it should be there, uh, now for students who have that, you don't want to start tracking your hours though until at least that September 1st. And I will note that one of the requirements in 180 6 is to submit your learning agreement and it's actually part of your grade.

Um, so we will have, that will be on the syllabus. And it will be, you will be reminded of it frequently. Um, but, and this is again, part of that, keeping you on track with the deadlines. Right. So, and I think usually the, the deadline for that falls around third, third week or so of, of fall quarter. On the later side, right?

Yeah. So yeah, we, we go, we, we, we talk about when, yeah. Yeah. So, yeah. Right. So that's why I'm not giving you, so sometime in fall quarter will be the, the final deadline, but it's open now. Okay. Terrific. Yeah. Jennifer, you wanted to say something? Yeah, I see. So, couple other questions. Yep. I see Michelle. Yeah.

You wanna handle them red [00:54:00] fields? Um, yeah. If you're interested in real estate or construction management, those can count. We've had quite a few students. You know, major in urban cities and planning and work in real estate or. The opposite, major in red and work in planning. Um, if you have any questions about what could be allowed, just shoot me an email question about architecture, urban design, um, skills or certifications.

Do you should develop yes, technical skills, any type of technical skills architecture firms might be using. AutoCAD Revit, uh, rhino SketchUp, uh, one of the local community colleges has a architecture Associates program, and they have some, they have classes on this. UCSD extension has AutoCAD and Revit classes.

The architecture student org sometimes has workshops, and if you're a great self-learner, you could, you know, you have resources to do that on your own. If you wanna, if you're interested in [00:55:00] architecture as a career field, shoot me a message in the back. I have a whole template I could send you about tips to navigate that.

Um, trying to see if there's any other questions. I think that's it. And I know we're just about at time, but we have probably have time for one more question if anyone has one.

One more comment about the architecture. Yeah. Start working on a portfolio. Yes. Uh, if you have questions about that, ask the architecture student org or Professor Sue Pearson. They are great with helping on that. Yes. Um, and also, um, professor, professor Schwartzberg Kario, who's our faculty advisor for our architecture student org.

So we will call it. A session. Um, really appreciate all of you attending again. Remember, this is not your only time to ask questions. We will share the slide deck. The recording will [00:56:00] be made available. You will continue to get emails from all of us, uh, through different stages of the process. And, um, Jennifer, Tricia, Dawn, any final words?

Okay. Well, I will just say I am very excited to see all of you fall quarter. We're gonna have a lot of fun. You're gonna work hard, but it's gonna be really rewarding. You're gonna have a lot of fun. All right. Bye everyone. Have a great rest of your day.