



Maxine Goodman Levin School of Urban Affairs

LEVIN COLLEGE OF PUBLIC AFFAIRS AND EDUCATION

URBAN AFFAIRS UNDERGRADUATE INTERNSHIP PROGRAM

Internship Requirement

An internship is required of all undergraduate students in the Maxine Goodman Levin School of Urban Affairs. This experience provides valuable applied experience and education, enhancing students' readiness for employment upon graduation.

Finding an Internship

1. Students are to seek their own internship – all placements must be reviewed and approved in order to satisfy the internship requirement. ***A completed Learning Contract must be submitted for review at least two weeks prior to the beginning of the semester.***
2. University resources are available to assist students in seeking an appropriate internship. While the Levin College's Internship Coordinator will assist in identifying suitable internship opportunities, it is the student's responsibility to complete any necessary steps to apply for a particular internship.

Internship Deadlines

Students should submit a Public Affairs Internship Intent Form (levin.csuohio.edu/passc/internship-intent-form) in accordance with these priority deadlines and begin the search process well in advance of the term in which they wish to complete their internship. Upon submitting this form, students will begin receiving additional information about processes as well as current internship postings.

Fall Semester: June 1st | Spring Semester: October 1st | Summer Semester: March 1st

A completed Learning Contract must be submitted at least two weeks before the beginning of the semester and students must register for UST 490 by the last day to add a course.

UST 490 Urban Internship

Students may register for UST 490 during any academic semester. Students complete a minimum of 35 placement hours per credit hour sought (140 hours for a 4-credit internship). In addition to internship placement hours, course requirements include class meetings, a Learning Contract, evaluations, and a paper/project at the conclusion of the placement. It is the student's responsibility to review and adhere to all requirements as described in the UST 490 course syllabus and consult with the Faculty Internship Coordinator/UST 490 Instructor with any questions or concerns.

Students may request permission to complete an internship for 6 or 8 credit hours after consultation with their Academic Advisor and the Faculty Internship Coordinator/UST 490 Instructor.

Students may complete more than one approved internship for credit, up to the credit-hour limit stated in the Undergraduate Catalog.

Internship Waiver Requests

The Levin School recognizes that some students enter our programs with significant professional experience and/or are currently employed full-time. Students with sufficient relevant professional experience (two or more years) or whose employment precludes them from completing an internship may petition for waiver of the requirement by submitting the Undergraduate Internship Waiver Application, available online at csuohio.edu/urban/students/student-services-forms or in the Public Affairs Student Services Center. This request requires submission of a resume and an explanatory statement to the student's Academic Advisor in the Public Affairs Student Services Center.

Waiver of the Urban Affairs Internship requirement **does not** waive the corresponding credit hours, so students whose waiver request is approved may need to complete additional coursework to fulfill degree requirements (e.g. total credit hours, upper-division hours and residency).

International Students

International Students must adhere to all visa requirements, including obtaining permission for Curricular Practical Training (CPT) through CSU's Center for International Services and Programs **prior** to completing an internship.

Contact Information:

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