



UST 490 Urban Internship Course Requirements

Students registering for UST 490 Undergraduate Internship are required to complete the following in order to earn credit:

- 1) Complete Undergraduate Internship Student Agreement
- 2) Complete Learning Contract and Educational Plan with all required signatures.
- 3) Register for UST 490 with your academic advisor
- 4) Complete the required amount of work hours for credit registered. 1 credit = 35 work hours. The options for number of credits available to register for are 3, 4, 6 or 8 credits.

3 credits= 105 work hours
4 credits = 140 work hours
6 credits = 210 work hours
8 credits = 280 work hours
- 5) Students prepare a professional portfolio while interning. Professional portfolio development occurs online with weekly assignments in the UST 490 Blackboard course. Assignments are graded. There are no in-person class meetings for the academic coursework portion of Urban Internship.
- 6) Submit Agency Evaluation of Student Intern form completed by the intern's supervisor at the end of the internship.
- 7) Submit Student Evaluation of Internship form completed by the student intern at the end of the internship.

All internship forms are available online at
<https://www.csuohio.edu/urban/students/student-services-forms>

Return all completed forms to:
Rob Ziol, MPA
Director, Center for Public & Nonprofit Management
Maxine Levin College of Urban Affairs
Cleveland State University, UR 244
Direct Line: (216) 687-3509
Fax: (216) 687-2225
Mail: 2121 Euclid Avenue, UR 244
Cleveland, Ohio 44115
Campus: 1717 Euclid Avenue, UR 211 Cleveland, Ohio 41115
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