

USP 559: Career Readiness and MURP Internship Seminar

Fall 2022 Incoming Cohort

Course Overview

This is a unique class which takes place over the course of your time as a MURP student. It is designed to help you prepare for your internship, and your overall career as a planner. You are automatically enrolled with your MURP fall entrance cohort (2022). Most of you will register for the 1 credit associated with this class (USP 559) in fall, winter or spring of your second year, but you are expected to attend the 7 sessions and participate over the full 2 years, and turn in the 4 "assignments" in a timely fashion.

Students have consistently found this series really helpful in preparing for their future as a planner!

Table below from the US Bureau of Labor and Statistics (<https://www.bls.gov/ooh/life-physical-and-social-science/urban-and-regional-planners.htm>)

Quick Facts: Urban and Regional Planners

| | |
|--------------------------------------|---------------------------------------|
| <u>2021 Median Pay</u> | \$78,500 per year \$37.74 per hour |
| <u>Typical Entry-Level Education</u> | Master's degree |
| <u>Number of Jobs, 2021</u> | 41,900 |
| <u>Job Outlook, 2021-31</u> | 4% |
| <u>Employment Change, 2021-31</u> | 1,600 |

Course Learning Objectives

Through this combined series of workshops and seminars students will:

- Develop a career readiness plan
- Practice skills (e.g. networking) and develop relevant materials (e.g. resume) for job searching
- Learn strategies for seeking and obtaining internship experience related to planning.
- Develop their own interpretation of “reflective practice,” introduced in previous MURP coursework.
- Apply reflective practice principles to their own internship experience.
- Learn from their own and other students’ internship experience about professional dynamics within planning.

These objectives correspond to MURP Student Learning Objective #4: Reflective Practice.

See more about the MURP Internship requirements in the MURP student handbook.

Grading

This course is graded, out of 100%, as follows:

- Career Workshop and Internship Seminar Attendance- 35% of grade.
 - 7 sessions total- 4 career readiness workshops and 3 internship seminars
 - Attendance at each session is worth 5%
 - Held over 2 years; see exact schedule.
- Career Development Plan Part 1: 10% of grade- due end of Fall term 1st year
- Career Development Plan Part 2: 10% of grade- due end of Winter term 1st year
- Internship Log: 5% of grade- due upon completion of Internship hours, sometime 2nd year - ideally by end of Fall Term
- Reflective Essay: 40% of grade- due upon completion of Internship hours, sometime 2nd year - ideally by end of Fall Term

Schedule and Topics Overview

See Modules and Assignments for More Details

Schedule/Key Dates and Who

Topic and Key Goals

Louise Paradis

**Remote: Wednesday
October 12th, 11am-
1pm**

**In Person Thursday
October 13th 4-6pm**

Workshop #1 - Career Visioning & Kicking-Off Your Targeted Career Approach

- Clarifying your career vision & Assessing your readiness to launch your job search
- Start your career campaign with your 5 top strengths as your compass
- Clarify your core competencies that should be utilized in the jobs you seek
- Identifying the types of jobs/career paths and organizations to target

Workshop #2 - Keys to Effective Networking

Louise Paradis

**Renote: Wed
November 9th 11am-
1pm**

**In Person: Thursday
November 10th 4-6pm
(followed by EPG meet
& greet)**

- Goal: provide structured space to build, practice networking strategies and skills (also normalize discomfort, emphasize as a useful skill)
- Many jobs are found and filled through personal contacts...how to work your networks!
- Enhancing your reach to relevant contacts
- Exploratory meetings – the real value of face-to-face conversations (informational interviews?)
- Practice with classmates and other professionals

Workshop #3 -Hiring Panel Cover Letters, Resumes and Applications

Creating door-opening materials to get the interview!

Mary Vance

Winter 2023/Date TBD

- Examining your written presentation
- Your resume, cover letter and application really matter- offer general guidance, listen for tips from panel
- Be impactful in introducing yourself in writing and conveying your value

Workshop #4 - Interviewing for Success

Mary Vance

Winter 2023/Date TBD

- Prepare, practice and be yourself—the winning formula!
- Learn various approaches to interviewing
- Featuring behavioral interviewing methods
- Practice with classmates and other professionals

Internship Seminar #1 - Searching for and Securing an Internship

Dr. Megan Horst

Winter 2023/Date TBD

- Present Internship Requirements, Purpose and Objectives
- Discuss expectations for internships
- How to be a good employee
- Review of "reflective practice" in the planning literature
- Crowdsourcing from returning students

Seminar #2 - What is Reflective Practice?

Dr. Megan Horst

Winter 2023/Date TBD

- Develop an operational definition of "reflective practice" based on assigned readings
- Discussion of opportunities for "reflective practice" based on past student experiences
- Discuss challenges of obtaining internships and strategies for overcoming them

Dr. Megan Horst

Fall 2023/Date TBD

Seminar #3 Collective Reflections and Looking Ahead