



## WORK STUDY PROGRAM GUIDELINES – PLAN 413.0

**Deadline: July 25, 2019**

### What is the Work Study Program?

The Work Study Program was developed in 1992-1993 to provide students in the Regional and Urban Planning (RUP) Program at the University of Saskatchewan with practical planning experience. The Program is a non-credit course and was formerly known as RUP 413. The RUP Program has changed some of the course names to better reflect the program. The Work Study Program is now listed as PLAN 413.0 in the University of Saskatchewan Calendar. Participation in the Program, by both students and planners, is on a volunteer basis.

The Saskatchewan Professional Planners Institute (SPPI) coordinates the Work Study Program by finding placements for RUP students in planning offices throughout the province.

The work must:

- be "hands-on", relevant planning work
- expose the student to a range of planning work that is carried out in the office
- not be clerical or technical (i.e. filing, photocopying, typing), beyond what is necessary to carry out the work

### Supervision

The Work Study Program should be supervised by a full member of the Canadian Institute of Planners (CIP). In extenuating circumstances, and at the discretion of the SPPI, provisional members may supervise the Work Study Program.

### Who can Participate in the Program?

RUP students who have previously completed the Work Study Program will not be placed again until all other interested RUP students have been placed.

Graduating RUP students who have not previously completed the Work Study Program will be placed first. Remaining RUP students will be given priority according to their year in the program.

### How to Register and Participate in the Program

RUP students who wish to participate in the Work Study Program must complete a Student Information Sheet. The following information is requested:

- name
- current address, telephone number and email
- year in the RUP Program
- indication of required prerequisites
- indication of prior completion of the Work Study Program
- preferred start date
- 3 preferred work plans, in order of preference

If you would like a copy of the information sheet please contact:

Eric MacDougall, Planning and Legislative Consultant, Community Planning at [eric.macdougall@gov.sk.ca](mailto:eric.macdougall@gov.sk.ca)



After placements are selected, the students will be informed by one of the SPPI co-chairs of Professional Development. Students will work with LaVina Watts at the University of Saskatchewan to register in PLAN413.0. Registration can only occur once the University gives permission to do so.

## Work Study Program Report

Once the Work Study is complete, the student must provide the RUP Program Chair and the SPPI Professional Development Co-Chairs with the Work Study Program Report during the same term. If the student cannot complete the Work Study Program during the same term, the RUP Program Chair and the SPPI Professional Development Co-Chairs must be informed in writing before the end of the term.

## Credit

PLAN 413.0 is not a required course and is not for credit.

## Process

1. SPPI will provide the Work Study Program Guidelines and a Placement Project Sheet to its membership. Planning offices that wish to participate in the Work Study Program must complete a Placement Project Sheet. The following information will be requested:
  - a. Planning office details
  - b. Supervising planner
  - c. Preferred work schedule and start date
  - d. Number of students to be placed
  - e. Detailed work plan for each student
2. Placement Project Sheets will be returned to SPPI Professional Development Co-Chairs for approval.
3. Once approved, SPPI will arrange to have the placements communicated to students in the RUP Program.
4. RUP students who wish to participate in the Work Study Program must complete a Student Information Sheet and return the completed sheet to the Program Coordinator (LaVina Watts – [aands.interdisciplinary@usask.ca](mailto:aands.interdisciplinary@usask.ca))
5. SPPI will place students with planning offices according to the preferred work plans indicated by the students. The SPPI will not guarantee that a student will be placed with their first preference.
6. The Professional Development Co-Chairs will provide the Department of Geography & Planning with the list of students participating in the Work Study Program. The Department of Geography & Planning will give permission for those students to register in PLAN 413.0. The SPPI Professional Development Co-Chairs will advise students to register in PLAN 413.0.
7. SPPI Professional Development Co-Chairs will contact planning offices and students to inform them of their placements. The students will contact the planners to arrange a preliminary meeting.



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8. The Program is 39 hours in length. The hours will be scheduled by the student and the planner. A minimum of 2 hours per work session is recommended.
9. When the Work Study Program is completed, the student will provide a Work Study Program Report will be provided to the RUP Coordinator, RUP Program Chair and SPPI Professional Development Co-Chairs. The Report must meet the requirements set out in the form including:
  - Provide the name of the planning office and the supervising planner
  - Describe the work undertaken
  - Be signed and dated by the student and the supervising planner

## Evaluation

SPPI Professional Development Co-Chairs will provide Evaluation Forms to the hosts and the Program Coordinator will provide Evaluation Forms to the students. The completed forms will be returned to SPPI.

## Information

For more information about the Work Study Program please contact:

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Email: [eric.macdougall@gov.sk.ca](mailto:eric.macdougall@gov.sk.ca)