Geography Department Internship Program

Part I to be completed prior to start of internship
Part II to be completed at end of internship

PART I: Must be completed by supervisor prior to start of internship

Student Name_______________________________________  Date________________

Internship Organization__________________________________________

Address________________________________________________________

Approx. Date of internship __________ to _________________

Student can earn course credit for this internship: YES________  NO________

Number of credits requested: __________

This is a: ___paid  ____unpaid internship. (circle one)

Internship Duties________________________________________________

____________________________________________________________________________________

Internship Supervisor (print)___________________________________________

X Supervisor Signature ____________________________________________  Date _________

Advisor Signature (required): __________________________________________

Have student bring form to the Geography office. It will remain on file until Part II is complete.

PART II    To be completed by supervisor upon completion of internship

Did student complete at least 90 hours of work? YES_______  NO________

Completion of internship was: Successful_____  Unsuccessful_______

Supervisor Signature__________________________________________  Date___________

Comments (optional)____________________________________________________________________

Advisor Signature (required): __________________________________________________________
The following guidelines are used for all internships in the Department of Geography:

➢ If students wish to earn course credits for an Internship, they must seek faculty approval prior to the start of the internship. Students should select a professor in the Department of Geography with interests in the subject area that corresponds with the student’s interests and/or the internship.

➢ Either the student or the supervising professor may identify the internship possibility.

➢ Before starting the internship, and registering for the course, the student must submit the completed Internship form detailing: a) The firm or agency where the internship will take place, b) the name, address, and telephone number of the person at the agency or firm in charge of the internship, and c) the duties to be performed. Advisor signature is required at this time.

➢ Once the Internship is over and the form has been signed by the Internship supervisor, bring the form to their advisor for approval and completion of a force registration form.

➢ The internship requires a minimum of 90 hours of work.

➢ Registration is for three credit hours per semester. It is not mandatory to register for an Internship.

Upon completion of the internship, the student should provide the supervising professor with a summary of the work done, and a statement of how the internship is related to the student’s training in geography. Details regarding this final document (e.g., length and specific content) should be worked out in advance with the supervising professor.

Grading options:

Undergraduates – Geo496 – Pass/Fail (P/F)
Graduate – Geo 741 or 742 – Satisfactory/Unsatisfactory (S/U)