



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): _____

Geography Department Internship Program

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 up to three credit hours per semester. It may not be 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)