

## INTERNSHIP (GEOGRAPHY 695)

### **Prerequisites:**

To be eligible to enroll in this course the student must be a Geography major, a junior or senior, and have a GPA of 2.33 or higher. There are no specific course prerequisites, although Introduction to GIS (GEOG 658) and Field Methods in Geography (GEOG 650) would be particularly useful for many internships.

### **Credits:**

This is a variable credit course, so the student can earn between 1 and 4 hours of credit per semester, depending on the number of hours the student will work as an intern each week. The course may be taken on a continuing basis, for up to 8 hours of credit altogether. Credit hours are determined according to the following formula:

- 4 hours of work on average each week, for 15 weeks = 1 credit hour
- 8 hours of work on average each week, for 15 weeks = 2 credit hours
- 12 hours of work on average each week, for 15 weeks = 3 credit hours
- $\geq 16$  hours of work on average each week, for 15 weeks = 4 credit hours

*Note: With prior approval from the Department of Geography Internship Coordinator, an internship worth 4 credits may be counted once towards major requirements as an elective.*

### **Logistics:**

Before enrolling in the course, the student must obtain permission from a faculty mentor and work supervisor (both of whom do not have to be in the Department of Geography). For permission to be granted, the student must:

- Complete the attached proposal form
- Establish a regular schedule of meetings with the student's faculty mentor. These meetings will count as hours worked. It is essential that the student remain in close contact with a faculty member throughout the semester
- Bring a letter from the student's work supervisor. This letter must state:
  - the days and times the student will work
  - the duration of the student's internship
  - the nature of the student's work

### **Evaluation:**

This course can only be taken on a PASS/FAIL basis. Evaluation of the student's internship will be based on two things:

1. A written assessment of the student's performance by the student's work supervisor
2. A written report, portfolio, oral presentation, demonstration, or logbook, depending on the nature of the student's internship. The student's faculty mentor will indicate which method of evaluation will be most appropriate.

Both required elements are due in final form to the Internship Coordinator and Faculty Mentor no later than the last day of class of the term in which the student is enrolled for the internship. Late work will result in an incomplete or a failing grade.