

Internship Guidelines

Internships are a valuable learning experience. They can also be a first step towards a career. The Department of Geography, GIS, and Sustainability (the Department) allows majors to earn up to 3 credits towards their Geography B.A. from an approved Internship.

A typical internship requires 9 hours of work per week for 15 weeks, which comes to 135 hours, or 45 hours per credit earned. You are free, however, to develop your own schedule with the agency that supervises you. Summer internships, for example, are generally full time. Because most internships are NOT paid you should be prepared for additional costs like commuting, meals, etc. Paid internships generally require some directly applicable skill, like advanced GIS. We scrutinize these internships very carefully to make sure that they're not just fill-ins for regular employees. Supervisors must be able to satisfy us that the internship is first and foremost a learning experience for the student.

The best way to identify an internship is to decide what you want to do and then research the kind of agencies that do this work. Don't restrict yourself to posted positions. Most internships are not advertised and the best are often ones that students initiate themselves. It is also possible to do internships through organizations on campus. Once you have targeted an agency or field in which you would like to work, make an appointment with your professors to get their feedback and arrange their help in making the first call. You should also have a good resume in hand at this point (both your professors and the Career Services Office can help with this).

The minimum qualifications for receiving academic credit for an internship through the Department are a 2.5 GPA and the completion of 12 hours of credits towards a Geography Major (courses at a 200-level or above). Application can be made any time during the year (it's a "non-scheduled" course). Copies of the required documents are attached. They include: (1) a signed agreement between you, the Department and the Supervising agency specifying the nature, timing and product of your work; (2) a signed request for academic credit for submission to the Registrar's Office; and (3) any additional documents required by the Supervising Agency.

Once the internship is complete, you will be required to submit (1) a brief essay summarizing the work achieved; and (2) a portfolio that includes copies and further descriptions of any projects with which you were involved. This, in addition to a written evaluation by your Supervisor, will be the basis on which a final Pass or Fail grade is assigned.

The following is a list of agencies that have sponsored Geography students in the past.

City Planning

Community Development Department, Greeley

Mike Garrett: (970) 350-9784q

Adams County Assessor, GIS Division

Margaret Grondalski: (303) 654.6712

Planning Department, City of Evans

Jim Flesher: (970) 475-1118

Zach Ratkai (970) 475-1111

Town of Severance

Planning Department, City of Longmont

Brad Schol: 303-651-8319

Planning Department, City of Loveland

Joseph Hanke: (970) 962-2579

Greeley Police Department (GIS)

Rod Wood: (970) 350-9600

Transportation & Public Works

Public Works Department, City of Greeley

GIS Services, Greeley

Scott Cox: (970) 350-9827

Transportation Services Division, Greeley

Wesley Hood: 970-350-9350

North Front Range Metropolitan Planning Organization, Fort Collins

Vicki McLane: (970) 970 224-6059

Natural Resources Planning

Water and Sewer Department, Greeley

John Thornton

Colorado State Parks, Natural Areas

Rob Billerbeck: (303) 866-3203 ext. 341

US Forest Service, Rocky Mountain Region

Kevin Cannon: (970) 295-6722

North Weld County Water District

Alan Overton: (970) 356-3020

Central Colorado Water Conservancy District

Justin Bieri : (970) 330-4546

US Department of Agriculture, Central Great Plains Resources

Francisco Calderon: (970) 345-2259

Colorado Division of Water Resources

Brent Schantz: (970) 352-8712 x1217

GIS companies

Contact One, Inc

David Shultz: (303) 530-0333

AMFIS Corp , For Collins

Alan Fosdick (970) 266-9061

I-Cubed

Scott Sutton: (970) 482-4400

Community Organizations

Poudre Learning Center

Ray Tschillard: (970) 352-1267

National Geographic Society

Robert E. Dulli (see Prof Johnson for application)

Useful websites

Jobs in planning

Planetizen: <http://www.planetizen.com/>

APA, Colorado Chapter:

<http://www.apacolorado.org/>

Public Interest organizations :

www.jobsforgoodcauses.org



Geography, GIS,
and Sustainability

Internship Agreement

I, _____, agree to undertake and complete to the best of my abilities all of the requirements for the conferral of academic credit described under the heading “Scope of Responsibilities” below. I also agree to conduct myself in a manner befitting the professional standards of Supervising Agency, including proper attire, punctuality, and confidentiality.

Scope of Responsibilities:

Expected Dates and Work Schedule:

Signed: _____ Date _____

SUPERVISING AGENCY

Signed: _____ Date _____

Title and Agency: _____

DEPARTMENT

Faculty Supervisor: _____ Date _____

GGs Chair: _____ Date _____



Geography, GIS,
and Sustainability

COURSE CREDIT AGREEMENT FORM

This form must be completed prior to obtaining a non-scheduled course form in order to register for the following types of courses: Directed Study, Thesis, Dissertation Proposal, or Dissertation.

The purpose of this form is to assist UNC in complying with the CCHE policy regarding the relationship of course expectations to academic credit. UNC expects three (3) hours per week of student educational activity (45 hours total) per credit hour for these types of courses.

The information on this form is intended to provide a standard format for documenting the rationale for credit hours earned in these courses based on educational merit, required student learning activities, faculty/student interaction and the resulting educational benefits to the student.

(ATTACH SEPARATE SHEET W/RESPONSES IF MORE SPACE IS NEEDED)

STUDENT NAME: _____ BEAR #: _____ Bearmail: _____
COURSE PREFIX & NUMBER: _____ TERM: _____
COURSE TITLE: _____ CREDITS: _____

1. Expectations of student (Specify knowledge and skills to be gained and/or demonstrated):
2. Required student learning activities:
3. Frequency and form of faculty/student contact:
4. Evaluation criteria (Form/s of competency/knowledge demonstration):

COMPLETE SIGNATURES ARE REQUIRED ON THIS FORM:

Supervising Faculty

Email address

Department Chair

Student

Date

Instructions for completion:

**Must be completed via faculty/student consultation*

**Must be signed by supervising faculty, department chair, and student*

**Retain a copy in department with documentation of final evaluation attached for a period of not less than 3 years.*

University of Northern Colorado
Department of Geography, GIS, and Sustainability Studies
Internship Hours Log

Student Name		Agency		Credit Hours	
---------------------	--	---------------	--	---------------------	--

Complete the weekly log and have Field/Site Supervisor initial it each week.

	Date Range	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Weekly Total	Site Supervisor's Initials
Week 1										
Week 2										
Week 3										
Week 4										
Week 5										
Week 6										
Week 7										
Week 8										
Week 9										
Week 10										
Week 11										
Week 12										
Week 13										
Week 14										
Week 15										
Grand Total Hours										

At the completion of the internship, please fill out the following:

Print Name of Field/Site Supervisor

Title

Signature of Field/Site Supervisor

Date

Print Name of Field/Site Supervisor (If additional site supervisors are required)

Title

Signature of Field/Site Supervisor

Date

Print Name of Field/Site Supervisor (If additional site supervisors are required)

Title

Signature of Field/Site Supervisor

Date

I certify that the above logged hours are true and accurate.

Student/Intern Signature

Date

Intern Evaluation Form
Department of Geography, GIS, and Sustainability
University of Northern Colorado

Name of Student _____

Attendance:	Excellent	_____
	Satisfactory	_____
	Unsatisfactory	_____

Interest:	Excellent	_____
	Satisfactory	_____
	Unsatisfactory	_____

Cooperation:	Excellent	_____
	Satisfactory	_____
	Unsatisfactory	_____

Initiative:	Excellent	_____
	Satisfactory	_____
	Unsatisfactory	_____

Effectiveness:	Excellent	_____
	Satisfactory	_____
	Unsatisfactory	_____

Overall Performance	Excellent	_____
	Satisfactory	_____
	Unsatisfactory	_____

Comments: _____

Signature of Supervisor _____

Agency _____

Date _____