

DEPARTMENT OF GEOGRAPHY

Internship Guidelines

Internships are a valuable learning experience. They can also be a first step towards a career. The Geography Department allows majors to earn up to 3 credits towards their Geography degree 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 Geography 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 Geography 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 Department 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: _____

GEOGRAPHY DEPARTMENT

Signed: _____ Date _____

Intern Evaluation Form
Department of Geography
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 _____