

## DEPARTMENT OF GEOGRAPHY

### REVISED INTERNSHIP GUIDELINES

Internships represent a valuable learning experience for students in Geography, especially those in the Applied Emphasis. It is the department's intention to offer qualified, advanced majors a variety of internship opportunities. Orderly planning and implementation require that all internship assignments conform to the following guidelines.

1. Applications must be made through the major advisor no later than the beginning of the semester prior to the anticipated date of the internship. The internship process begins when the faculty advisor contacts the host agency and determines if the proposed assignment is appropriate for credit. If someone other than the major advisor contacts a host agency the entire process will be referred back to the advisor to ensure that proper procedures are followed.
  2. Applicants will be screened by the Department and the host Agency through an interview process; a copy of current transcript or Academic Progress Report (APR) must be provided for the Agency by-the applicant.
  3. Internship assignments will be made on a competitive basis as judged by the number and type of courses completed, grade point average, and quality of interview. Priority will go to majors in the Applied Emphasis, although majors in the Liberal Arts Emphasis may be considered for some internships.
  4. The number of assignments that can be made during any semester is controlled by the number of positions/projects available at host Agencies.
  5. All internship assignments will be for a minimum of one semester. Successful applicants must be prepared to commit at least 3 hours per work session to the assignment.
  6. Credit will be calculated according to the length and number of work sessions. Forty-five contact hours equal one semester hour of credit. For example:
    - 3 hrs. per day x 3 days per week = 3 credits
    - 3 hrs. per day x 5 days per week = 5 credits
    - 4 hrs. per day x 5 days per week = 6 credits
- Other combinations of hours and days may be arranged with the consent of the Agency. Credit hours will be pro-rated according to total contact hours.
7. Evaluation will be by letter grade with the Department and Agency providing input. Grades will be calculated on daily assignment performance and upon a final report such as a paper, job log, or research project. The student may also be required to present a summary of their work to the geography faculty and students at some point near the end of the internship.
  8. Applicants may apply for an internship assignment in the following categories:  
Categories of Internships:
    - A) Planning (City, County, Regional)  
Usual Faculty Supervisors: Collins
    - B) Technical (Cartography, GIS, Statistical Analysis)  
Usual Faculty Supervisors:
    - C) Resource (Resource Management, Environmental Assessment)  
Usual Faculty Supervisors: Doerner, Klein

Potential internships not in the above categories will be considered by the department's Internship Committee.

9. Prior to an internship assignment the applicant must have:
- 1) Submitted a one to two page essay that summarizes the goals and objectives of the proposed internship (to be shared with Agency).
  - 2) A minimum grade point average of 2.75 in geography classes.
  - 3) Successfully completed (a grade of C or higher) a set of prerequisite courses geared to a specific internship category.

Prerequisite courses by category are:

PLANNING

GEOG 200	Human Geography
GEOG 274	Maps and Data Analysis
and 2 of the following based on faculty supervisor's approval:	
GEOG 320	Population Geography
GEOG 312	Economic Geography
GEOG 370	Urban Geography

TECHNICAL

GEOG 274	Maps and Data Analysis
GEOG 302	Cartography
and 2 of the following based on faculty supervisor's approval:	
GEOG 407	Theory and Use of Geography Information Systems
GEOG 412	Advanced Cartography
GEOG 375	Quantitative Techniques in Geography

RESOURCE

GEOG 232	Physical Geography
GEOG 315	Resource Management
and 2 of the following based on faculty supervisor's approval:	
GEOG 325	Advanced Physical
GEOG 407	Theory and Use of Geographic Information Systems
GEOG 375	Quantitative Techniques in Geography

10. Additional guidelines are found on the Internship Agreement form.
11. Exceptions to these guidelines must be approved by the departmental Internship Committee.
12. Some agencies may have additional requirements, including a probationary period.