

Geography 460: Internship in Geography

Objective: The objective of an internship is to integrate practical, hands-on training into the student's curriculum. Normally students will enroll in their final year before graduation, and will be expected to have completed most relevant course work within the Major. An internship should be an intense learning experience, where the student's apply the concepts/principles/ techniques they have learned in their classes in a "real-world" context. Students will be expected to work on challenging tasks; consequently the individuals/organizations offering the internship will be expected to invest a significant amount of time training the student interns.

General guidelines: the student must work a minimum of 8 hours per week for 15 weeks to gain 3 hours of academic credit. Internships can be either paid or unpaid depending on the organization. However, if the position is paid it must be clear how the experience for the intern is different to that of a regular hourly paid employee. At the end of the internship, two reports must be written, by:

1. The supervisor (at the company/organization) (ca. 1 page in length) outlining (generally) what the student did, and documenting the student's performance (highlighting both strengths and weaknesses). This must be submitted to the supervising faculty member.

2. The student (ca 5-7 pages in length) which should address:

i) The objective(s) of the internship - both in terms of formal objectives and personal objectives

ii) The tasks covered - with some indication of the proportion of time (to closest 5%) spent on each. Ideally students should keep a diary/log to keep track of activities.

iii) An assessment of what was involved with each task and what was learned. A specific set of skills acquired with each task and their relation to the courses/experiences taken in the Major at IUPUI should be included.

iv) Recommendations for future developments of the internship - for example, suggestions on reassignment of time, different sequencing of tasks, tasks that should have been covered etc.

This must be submitted to the supervising faculty member.

Geography 460: Internship in Geography

Name: _____ Student Number _____

Address _____ City _____ State _____ Zip _____

Phone:(H) _____ (W) _____ E-mail: _____

Major _____ Minor _____ School _____

Course **G460** Sect.# _____ Credit Hours _____ Semester _____

Instructor _____ E-mail _____ Phone _____

Contact person in agency/organization supervising internship on site

Student Section: This is your contract for completing this course. This document will be kept on file in the geography office. In order to receive credit, you must adhere to the program designed by you and the instructor. This proposal must be approved by the department chair and will be circulated for comments by other full-time faculty.

Other Geography courses (course numbers and names):

Related courses from other departments (if appropriate):

Location (name of agency/organization) of internship?

Briefly explain the purpose of the internship. Be specific about what you will learn.

Explain how your experience as an intern will be different to that of a regular hourly paid employee.

Describe in detail the hours to be worked

At the completion of the internship a short (ca 5 page paper) must be submitted to the supervising faculty member. In that paper, the following issues should be addressed:

- i) The objective(s) of the internship - both in terms of formal objectives and personal objectives
- ii) The tasks covered - with some indication of the proportion of time (to closest 5%) spent on each. Ideally students should keep a diary/log to keep track of activities.
- iii) An assessment of what was involved in each task and what was learned. Including a specific set of skills you feel acquired with each task and a discussion of the relation of these to the courses/experiences taken in the Major at IUPUI.
- iv) Recommendations for future developments of the internship - for example, suggestions on reassignment of time, different sequencing of tasks, tasks that should have been covered etc.

Note: all general rules regarding academic behavior, misconduct and plagiarism, as outlined in the SLA handbook, apply to this course

Signatures: Obtain signatures 1-4 before turning in to the geography office.

1) _____
Student Date

2)) _____
Supervisor in agency/organization Date

[The supervisor (at the company/organization) will be expected to submit a short written or oral report on the student's performance (highlighting both strengths and weaknesses). This must be submitted to the supervising faculty member]

3) _____
IUPUI Instructor Date

4) _____
Department Chair Date