

## **GEG 394: Internship in Geography Application, Enrollment, and Evaluation Process**

GEG 394: Internship in Geography is a requirement of the B.A. Geography Environment and Planning track, and it may be used as an elective in the General and Global and Regional Studies tracks. GEG 394 is also a requirement of the B.S. Environmental Science - Geography track. The requirements of GEG 394 are as follows:

- Junior or Senior status,
- A minimum of 24 credit hours in Geography (exceptions made for B.S. Env. Sci. - Geography majors),
- 2.5 or higher cumulative GPA in Geography as of the semester or summer session prior to registering for the internship.

B.A. Geography internships must be a minimum of 180 hours to qualify for the required 3 credits of academic work. B.S. Env. Sci. - Geography internships may range from 150 to 180 hours for 2 or 3 credits respectively (the needed number of credits should be determined with an academic advisor).

**Important: Students must consult with an academic advisor prior to beginning this process.**

### **Preliminary Steps**

#### **1. At Career Development Center (CDC)**

- a) Prepare a draft resumé. Bring a draft to your faculty advisor for approval.
- b) Go through the CDC's mock interview process.

#### **2. Finding an internship**

- a) Check with the department secretary to see the current listing of approved internship hosting companies, organizations and agencies.
- b) View the Geography Internship Opportunities and the Alumni Contacts pages of the department's website to see listings of some recently completed internships.
- c) Visit your local borough or township hall and ask about the possibility of interning with them.
- d) Take advantage of personal contacts. Perhaps you can use personal contacts to get an introduction at a company or organization.

#### **3. Securing an Internship Site Agreement**

Internships may only be done for academic credit with entities approved by the Pennsylvania State System of Higher Education (PASSHE). Check with the department secretary to determine whether or not the potential internship organization already has an active Internship Site Agreement with PASSHE. If not currently approved, the department secretary must send a request to the Provost's Office to have an agreement form sent to the organization. For this process, you must provide the department secretary with contact information for the hosting organization. The approval step may take several weeks, so this must be done early in the process.

## Required Paperwork

### 1. Internship/Field Experience Site Approval Form

Once it is determined that a hosting organization has an active Internship Site Agreement with PASSHE, this form is completed.

The following set of signatures is required to complete the form:

- Student Intern
- Advisor/Instructor
- Geography Department Chair
- Dean of the College of Liberal Arts and Sciences

### 2. Geography Department Internship Application Form

(Available from the faculty Advisor or the department secretary)

Page 1 of the Internship Application form requires the following information:

- Name of the intern and the dates of the internship
- KU Advisor/Instructor's name
- Organization name
- Name and contact information for the person overseeing the intern (Site Supervisor)
- Information to be supplied by the intern Site Supervisor:
  - A complete description of the duties of the intern
  - Hours to be worked
  - Any remuneration

Page 2 of the Internship Application form requires the following information

- To be completed by the Advisor/Instructor
  - Description of how the intern's performance will be evaluated
  - Advisor/Instructor's contact information
- Signatures
  - Employer/Site Supervisor
  - Student Intern
  - Advisor/Instructor
  - Geography Department Chair

### 3. Internship/Field Experience Registration Approval Form

The intern must register for GEG 394: Internship in Geography using the Registration Approval Form prior to commencing the internship.

The following set of signatures is required to complete the form:

- Student Intern
- Advisor/Instructor
- Geography Department Chair
- Dean of the College of Liberal Arts and Sciences

As with any KU course, the student intern is expected to pay the applicable registration fees. Failure to complete this step means that academic credit cannot be given for the internship experience.

#### **4. Geography Department Employer Evaluation Form**

Toward the mid-point of the internship period, the department secretary will send a PDF version of the Employer Evaluation form to the Site Supervisor.

The Employer Evaluation Form is to be completed at the end of the internship period by the Site Supervisor. Once completed, the form must then be returned to the Department of Geography either through the mail or via Email as a scanned image or as a digitally signed PDF. A copy will then be forwarded by the department secretary to the Advisor/Instructor. Note: Although the completed form should not be given to the student intern for return to the Department of Geography, the student intern is welcome to discuss the Employer Evaluation form with the Advisor/Instructor.

Information from the Employer Evaluation Form will be used as part of the Advisor/Instructor's evaluation process of the student intern's performance as described on the Internship Application form. The Advisor/Instructor may not turn in a course grade without having received this form.

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