

## **Department of Geography-Earth Science Internship syllabus**

### **Mission statement for the Geography-Earth Science Department**

The Geography-Earth Science Department at Shippensburg University is committed to student learning and personal development through innovative teaching, high quality field application, and use of geotechnology in all aspects of departmental programs. These commitments will deepen students' appreciation of Geography-Earth Science, encourage life-long learning, and enable Geography-Earth Science majors to teach at the middle/secondary level, to enter a geography-earth science related professional career, or to pursue a higher degree.

### **Internships in the Geography-Earth Science Department**

The Department of Geography and Earth Science requires that all undergraduate students complete at least three credits of internship (120 hours of internship work); non-thesis graduate students are required to complete six credits of internship (240 hours of internship work). Undergraduate students must have at least 60 credits and a 2.0 overall GPA is required. Graduate students must have a 3.0 overall GPA. The internship must relate to the student's major and/or educational background. For additional details about our program, including information about how to find and register for an internship, please see our department's internship website:

<http://www.ship.edu/Geo-ESS/Internships/>

The goals of our internship program are:

- To give students the opportunity to test their interest in and aptitude for a particular career path.
- To develop skills in the application of theory to practical work situations and to develop skills and techniques directly applicable to their careers.
- To aid students in making the adjustment from college to full-time employment.
- To give students the opportunity to learn appropriate professional behavior.
- To provide students with an in-depth knowledge of how a specific organization functions.
- To enhance students' overall academic performance.
- To help students develop employment records/references/networks that will enhance employment opportunities.

### **Responsibilities During the Internship**

#### Daily Logs

- Students must submit activity logs to the faculty internship supervisor every two weeks via email. If you are working more than 30 hours per week, your logs should be submitted weekly. The log should be submitted as a Word or PDF document. Students should use the "Intern daily log form" template, available on the department's internship website.
- Submit logs only for the required number of hours needed to complete your internship (i.e. 120 hours if you are registered for 3 credits).

#### Internship evaluations

- Halfway through your internship, ask your supervisor to complete a mid-term evaluation of your work and ask that they send that to your internship supervisor. This can be submitted via e-mail, fax, or through the mail directly to the Geography-Earth Science Department. At the end of your internship, your supervisor should complete a final evaluation. These forms are available on our internship website.

- At the end of your internship, your placement supervisor should complete a final evaluation (same form as above) and you should submit an evaluation of your internship (available on our website). Those can be submitted to your supervisor via e-mail, fax, mail, or in person.
- During your internship, your supervisor will be in touch with you or your placement supervisor to set up a time to do a site visit. Generally speaking, if your placement is located within a 1-hour drive of Shippensburg, your faculty supervisor will visit in person; otherwise plan on a telephone interview.

### Final paper

- At the end of your internship, complete a 5 page paper summarizing your internship experience. This should be a reflective paper that summarizes your accomplishments, what you've learned, and the pros and cons of your internship experience. Further, this paper should clearly address the relevant goals and objectives of our internship program. For example, did (or will) the internship:
  - Test your interest in and aptitude for a particular career path?
  - Help you develop skills in the application of theory to practical work situations?
  - Help you develop skills and techniques directly applicable to your career?
  - Help you make the adjustment from college to full-time employment?
  - Help you learn appropriate professional behavior?
  - Give you an in-depth knowledge of how a specific organization functions?
  - Enhance your overall academic performance?
  - Develop employment records/references/networks that will enhance employment opportunities?

### **Feedback from Faculty Supervisors**

- Your faculty supervisors will provide feedback to you on a periodic basis. Feedback will address a set of criteria related to your daily logs, your day-to-day work and work performance. The feedback form, which clearly articulates our expectations for these criteria, is attached to this syllabus.
- Your faculty supervisor will also provide feedback at the end of your internship experience which is a summary assessment of your logs, day-to-day work, work performance, and your final paper. This final feedback form is also attached to this syllabus.

### **Assessment for Internships**

All internships are assessed on a Pass/Fail basis. As such, as long as the student does a reasonable job meeting their academic and professional responsibilities during the internship, a "P" will be awarded. However, please note the following stipulations:

- Students will be required to rewrite and resubmit poorly written logs. Failure to submit logs may result in a grade of "F" for the internship.
- Serious breaches of professional protocol (failure to appear for the internship, a reprimand from the site supervisor, etc.) may result in a grade of "F" for the internship.
- Students will be required to rewrite and resubmit a poorly written final paper. Failure to submit the final paper may result in a grade of "F" for the internship.

**Department of Geography-Earth Science  
Internship periodic feedback form**

1<sup>st</sup> review (after 1<sup>st</sup> logs)     
  2<sup>rd</sup> review (mid-term)     
  3<sup>rd</sup> review (final)

Please rank the intern's performance 1 – 5 (1 = lowest performance, 5 = highest performance) for each of the following criteria. If not applicable or not yet observed, indicate as N/A.

**Note to students:** These evaluation criteria have been developed 1) To clarify our expectations for an academic internship; 2) To promote self-reflection that will enhance your experience of the academic component of your internship; 3) Provide you with feedback you can use to improve the experience; 4) Provide documentation for your performance that can be included in academic and professional portfolios.

Daily logs		
Criteria	Comments	Score
Student submits logs on time, every time.		
Daily logs are well-written, with few grammatical errors or typos. Complete sentences are always used, and the content is well-organized.		
The daily logs clearly describe the intern's day-to-day responsibilities and activities.		
The logs highlight specific challenges or accomplishments that the intern is facing.		

**Notes:** Students will be required to rewrite and resubmit poorly written logs. Failure to submit logs may result in a grade of "F" for the internship.

Day-to-day work (based on logs)		
Criteria	Comments	Score
The intern is regularly applying skills or concepts from classes.		
The intern is learning new skills or building on existing skills.		
The intern is successfully meeting day-to-day challenges presented by the internship.		
The intern is learning how to be a professional.		

Work performance		
Criteria	Comments	Score
Feedback from the intern's supervisor is generally positive.		
The supervisor noted specific areas of improvement.		

**Note:** Serious breaches of professional protocol (failure to appear for the internship, a reprimand from the site supervisor, etc.) may result in a grade of "F" for the internship.

**Department of Geography-Earth Science  
Internship final assessment**

Please rank the intern's performance 1 – 5 (1 = lowest performance, 5 = highest performance) for each of the following criteria. If not applicable or not yet observed, indicate as N/A.

**Note to students:** These evaluation criteria have been developed 1) To clarify our expectations for an academic internship; 2) To promote self-reflection that will enhance your experience of the academic component of your internship; 3) Provide you with feedback you can use to improve the experience; 4) Provide documentation for your performance that can be included in academic and professional portfolios.

Daily logs		
Criteria	Comments	Score
Student submitted logs on time, every time.		
Daily logs were well-written, with few grammatical errors or typos. Complete sentences were always used, and the content was well-organized.		
The daily logs clearly described the intern's day-to-day responsibilities and activities.		
The logs highlighted specific challenges or accomplishments that the intern is facing.		

**Notes:** Students will be required to rewrite and resubmit poorly written logs. Failure to submit logs may result in a grade of "F" for the internship.

Day-to-day work (based on logs)		
Criteria	Comments	Score
The intern regularly applied skills or concepts from classes.		
The intern learned new skills or built on existing skills.		
The intern successfully met day-to-day challenges presented by the internship.		
The intern learned how to be a professional.		

Work performance		
Criteria	Comments	Score
Feedback from the intern's supervisor was generally positive.		
If any areas of improvement were identified, the intern addressed them successfully.		

**Note:** Serious breaches of professional protocol (failure to appear for the internship, a reprimand from the site supervisor, etc.) may result in a grade of "F" for the internship.

**Department of Geography-Earth Science  
Internship final assessment (continued)**

Final paper		
Criteria	Comments	Score
The final paper was submitted on time.		
The final paper was well-written, with few grammatical errors or typos. Complete sentences were always used, and the content was well-organized.		
The final paper provided a thoughtful reflection on how the internship helped the student achieve certain academic or career goals.		
The student successfully addressed relevant goals and objectives of our internship program.		

**Note:** Students will be required to rewrite and resubmit a poorly written paper. Failure to submit the paper may result in a grade of “F” for the internship.