

Instructor: Christine Koeller

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This course is a non-classroom, very independent, applied, experiential, hands-on, educational experience. An internship is essentially a professional job training experience or professional apprenticeship in which you provide services for your internship supervisor in return for gaining critical knowledge, familiarity, and awareness of a potential career. It is your chance for demonstrating your knowledge and skills while also plunging yourself into the professional workplace. Conversely it also allows you to consider and reflect on the internship itself and whether it mirrors the vision you had of future career paths in your academic field. It is an immersion into an organization, agency or business to determine if you want to seek permanent employment in this field.

Your internship may be unpaid or paid. This should have been determined before you even signed up for the course. Internships are either assigned by your major professor in your home department, or you may have secured an internship yourself. Internships are often announced by an agency or organization through e-mail and web site postings. Your professors in your department may also have been directly contacted and they forward the opportunity to you. You should always discuss internship requirements and job responsibilities with members of the UWSP faculty to ensure a good fit for both the intern and the employer.

Depending on the number of hours you will be working as an intern you can sign up for 1-3 credits. The Department of Geography/Geology has determined that 1 internship credit is equivalent to approximately 60 hours of internship work.

The length, type, and duties of an internship can vary considerably. There is no 'standard' internship, but the Department of Geography/Geology is committed to providing the necessary oversight and general template of what is expected of the student and of the internship organization. Hence, there is a "Internship Agreement Form" that needed to be completed before the internship begins. This Form was vetted by the Department, UWSP Administration and UW-System Legal. It is meant to provide clear guidelines in stating the responsibilities of the student, Department Supervisor, and Agency Supervisor. This "Internship Agreement Form" must be completed with all signatures before the internship can commence. Please refer to the attached blank copy of this document and work with your internship instructor to complete the form.

Please review the "Internship Agreement Form" carefully since the internship duties are outlined within this document. It states that "the STUDENT understands that he/she is expected to do whatever work is considered necessary by the Agency and Department supervisors in order to complete his/her course assignment as outlined in the internship activities" (as depicted). If these activities deviate during the course of the internship it is the responsibility of the student to inform the Geography/Geology Department Supervisor or Chair of this deviance.

The work conducted by the student will be evaluated by both the Geography/Geology Department Supervisor and the Agency Supervisor. Although you will be working directly under

the Agency Supervisor and delivering assignments to that individual you also are responsible to deliver materials to your Geography/Geology Department Supervisor for course assessment and evaluation.

You must deliver the following materials to your Geography/Geology Department Supervisor two weeks before the end of the semester. This will include:

1. **Internship Report (minimum 5-pages):** A Minimum five-page report that details the internship work assignments must completed. Report formats can vary widely due to the type of internship, length of the internship, and work assignment (e.g. internship involving GIS database creation and field collection, versus an internship that requires extensive spatial data analysis with experiment testing mechanisms. The report should be well written (i.e. logically organized, concise and without grammatical and spelling errors). Please work closely with your assigned supervisor in deciding on the report format.
2. **Example Works:** Examples of your work that are approved (for release) by your Agency Supervisor. This normally involves geospatial databases and maps. This will also provide an opportunity to develop a paper and digital portfolio of your (refined) work.
3. **Internship Reflection Essay (minimum 2-pages):** This is more a personal essay that provides end-of-internship perspective on your experiences and accomplishments. You need to detail your original aspirations and goals at the beginning of the internship and how these changed (or not) over the course of the semester. You should discuss and share your professional judgments about your internship experience. You might also discuss how well your education at UWSP prepared you for the internship experience. What skills were especially valuable to you? What skills did you need that you didn't have? What skills did you have that needed further development? Conclude with hindsight as to what changes you could made to better the experience as well as what accomplishments you achieved.
4. **Agency Supervisor Evaluation:** You will need to obtain a written evaluation of your work from your immediate Agency Supervisor. The Agency Supervisor must indicate whether you achieved the original goals and objectives of the internship and assess the quality of your work. Agency Supervisors are not asked to assign you a letter grade of your work but provide a qualitative assessment of your overall accomplishments and/or difficulties. This assessment is then evaluated by your Geography/Geology Department Supervisor and used in the assignment of your overall grade.

Evaluation & Grading:

	<i>Percentage (weight)</i>
Report	50
Work Examples (e.g. maps)	20
Reflection Essay	20
Supervisor Assessment	10
<i>Total</i>	<i>100 %</i>

Student Rights and Responsibilities: Please make note of the following web-based pdf documents, that explains your responsibilities and rights within the UWSP campus community, including required behavior by students and faculty:

<http://www.uwsp.edu/stuaffairs/Documents/RightsRespons/rightsCommBillRights.pdf>, and <http://www.uwsp.edu/stuaffairs/Documents/RightsRespons/SRR-2010/rightsChap14.pdf>