



Bachelor of Arts in Geography Internship Handbook GEOG 3398

Table of Contents

Goals and Philosophy of the Course	1
Supervision	1
Finding an Internship	1
Academic credit for Internships	1
Internship Checklist	1
During the Semester of the Internship	2
Eligibility and Expectations for the student	2
Expectations for Faculty Committee Members	3
Expectations for the Field Supervisor	3
The Final Paper	3
Academic Integrity	4
Grading	4
Forms	
Geography Internship Agreement of Understanding	5
Mid-Semester Placement Evaluation Report	7
Final Site Evaluation of Student Intern	10
Daily/weekly Journal sheet	13

GOALS AND PHILOSOPHY OF THE COURSE

An internship is a partnership between the student, the Geography Department, and the host-organization in which motivated students gain valuable knowledge that cannot be acquired in the classroom. The internship provides a structured and extended off-campus experience in a supervised geography-related setting. It is an opportunity for the student to apply the principles learned in the academic setting to a work situation, to explore a career area before graduation, to obtain work experience and contacts for future job seeking and/or graduate school application, and to develop knowledge and work skills through the combination of practical experience and scholarly research in the topical area of the internship. Usually students will register for internship during the senior year because the internship is intended to be a capstone experience and also because if a job opening occurs at the organization, the intern is near graduation and available for employment.

SUPERVISION

The internship experience is supervised by the Internship Coordinator with assistance by the student's faculty advisor. In the event the Internship Coordinator is also the student's faculty advisor, the student shall ask another Geography faculty member to review his/her written assessment and oral presentation of the internship experience.

FINDING AN INTERNSHIP

The course is designed to meet the goals and interests of the individual student. Students arrange their own internship with the approval of the internship coordinator. Students should find their own internship opportunities. To help in the search, the Department maintains a list of potential internships in both paper form and on the departmental website. The Office of Career Services (<http://careerctr.kennesaw.edu/resources.htm#Coop>, 770-423-6555) may also be able to assist in finding an internship site. Whatever internship is sought and selected, the work should involve growth for the student and should be in the area of career or graduate school interest. Since planning for an internship takes time (two to three months), interested students should start the process early on in the semester preceding the internship. Deadlines for all internship proposals and attendant paperwork as are follows: Fall Semester – August 1; Spring Semester – November 1; Summer Semester – April 1.

Internships may be done at a student's regular job site only if internship hours are spent on new duties involving geographically-related work. Internship credit can NOT be granted retroactively for past work.

Students are encouraged to participate in more than one internship to gain a variety of experiences in the workforce. In special cases, students may repeat an internship for the same employer, so long as the job description continues to meet the Department's criteria.

ACADEMIC CREDIT FOR INTERNSHIPS

Internships generally coincide with one of KSU's academic terms, with the internship beginning the first week of classes and ending the last week of classes, for a total duration of 15 weeks during Fall and Spring semesters and eight weeks during Summer term. Students must work a minimum of ten hours per week. Beyond this, the number of hours per week a student works is dependent on the needs of the employer and the number of hours of credit the student wishes to receive. Students will receive 3 credits for each 150 successful internship hours worked.

INTERNSHIP CHECKLIST

- Since planning for an internship takes time, students should start the process early on in the semester preceding the internship. By mid-semester of the term before the internship, contact one or more sites to find out whether they will need an intern during the coming semester. Find

out the kinds of work you will be doing.

- Check with your Supervising Faculty Member about the acceptability of the site. You are responsible for obtaining the internship site and approval to work there.
- Complete the Geography Internship Agreement of Understanding form provided in this manual and obtain the required signatures by the deadline set out in this Manual. Once this form is completed you will turn it into the Faculty member of the Department of Geography and Anthropology supervising your internship. You will not be allowed to register for the Internship course (GEOG 3398) without the necessary signatures of approval on this form.
- Once you have received approval from the Internship supervisor in the Department of Geography and Anthropology register for the Internship course (GEOG 3398) through the Department secretary.

DURING THE SEMESTER OF THE INTERNSHIP

- Keep a journal each day you work. Include your activities, accomplishments, frustrations, feelings, and how they relate to the theory, research, and practice that you have learned. On the last day of each month during the internship period you will submit your journal entries for that month via email to the Internship Supervisor in the Department of Geography and Anthropology. This documentation will assist you in writing your final paper.
- Provide your field supervisor with the Mid-semester Field Placement Evaluation Report. Ensure that your Internship Field Supervisor is aware of the deadline for the return of this evaluation to the Faculty Internship Supervisor in Geography and Anthropology.
- The completed final paper for the Internship is due two weeks before the end of the semester. Requirements for this Final paper are set down in this manual, and are expected to be followed closely.
- The Final Site Evaluation of the Student Intern is due from the field internship supervisor on the last day of classes for the semester. The student will provide an evaluation report on the entire internship experience on the last day of classes.
- The Presentation of the final paper will take place during the week of exams. At this presentation the student will discuss and answer questions about the final paper and the internship.

ELIGIBILITY AND EXPECTATIONS FOR THE STUDENT

Students must enroll in GEOG 3398 - Internship to receive academic credit for the internship.

Eligibility criteria include:

- Students must have a minimum of 15 hours of upper level geography courses. Students must have a minimum 2.5 GPA.
- Students must have been enrolled at KSU for over one semester prior to enrolling in an internship.
- Students seeking internships will be required to present for approval a job description obtained from the employer to the Geography Internships Director. This description will be recorded in the Geography Internship Agreement of Understanding.

Students qualifying for the internship program are expected to meet high standards of personal conduct and professional ethics, as well as to maintain attention to punctuality, deadlines and cooperation with others. In short, students are expected to work hard and become an asset to the organization they are serving.

EXPECTATIONS FOR FACULTY COMMITTEE MEMBERS (HOLD UNTIL AFTER DOCUMENT FINISHED)

EXPECTATIONS FOR THE FIELD SUPERVISOR

- Offer an opportunity for the intern to apply, practice and develop geographic skills and knowledge.
- Design an internship experience that allows student growth and a variety of experiences, providing at least an introduction to the full range of work accomplished by the organization.
- Establish the nature of the internship, supervisory arrangements, specific responsibilities of the intern, compensation (if any), and work schedules before the student begins the internship.
- Train and supervise the intern in his/her work roles. Work is expected to be substantive and varied, not clerical or “gopher” duties, and must be related to the geographic curriculum. Agencies vary in specialization of workers, and students must expect to help when needed, along with everyone else. However, students should not be used routinely as a means of catching up on backed up paperwork.
- Complete the field placement contract, indicating the Intern's work, hours, and job responsibilities.
- Provide a safe environment in which students can work and the materials that students need to complete their assignments (a desk, computer, etc).
- Review the students' work with them regularly and treat them as professionals.
- Complete the employer's mid-semester and final evaluation forms
- Provide a reading list for the student, as appropriate for the work experience.
- Monitor the student's work and notify the Internship Coordinator if the intern fails to complete the promised hours or if there are any problems.

THE FINAL PAPER

The student will write a paper that assesses their internship experience in the context of their geographic education. The paper shall include, at a minimum, the following:

- An overview of the agency and its purpose;
- The student's roles and responsibilities over the course of the semester;
- What skills did you use?
- What skills did you learn?
- Relate some of the theories you learned in your geography classes to your experience. This is the main objective of the final paper. Develop this section as fully as possible to receive maximum credit on your paper.
- What are the broader geographic applications of your geography internship?

The format of the paper should be as follows:

- The paper should be approximately 8 to 12 pages in length, exclusive of tables, figures, title pages, and references.
- The minimum number of references is 5 scholarly sources that should be cited using either APA or Chicago Style citations.
- The paper should be prepared using 1-inch margins and 12 point Courier font.
- Demonstrate an ability to write in an academically acceptable manner in terms of style and grammar.

ACADEMIC INTEGRITY

Cheating or plagiarism of any kind will not be tolerated.

Cheating includes, but is not limited to: copying someone else's work.

Plagiarism includes, but is not limited to: quoting material without attribution; copying and pasting sections from other sources; passing off another's idea as your own, even if it's been reworded; imitating a passage's structure or argument without attribution; and concealing the extent to which you've borrowed from a text or other source. If you plagiarize or cheat, you will receive a failing grade in the course and your case will be forwarded to the University Judiciary Program.

Academic Honesty Code: Every KSU student is responsible for upholding the provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. Section II of the Student Code of Conduct addresses the University's policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to University material, misrepresentation/falsification of University records or academic work, malicious removal, retention, or destruction of library material, malicious/intentional misuse of computer facilities and/or services, and misuse of student identification cards. Incidents of alleged academic misconduct will be handled through the established procedures of the University Judiciary Program, which includes either an "informal" resolution by a faculty member, resulting in a grade adjustment, or a formal hearing procedure which may subject a student to the Code of Conduct's minimum one semester suspension requirement.

GRADING

- Each faculty member will contribute equally to assessing your internship grade. Final grade determination will be based on (1) your performance at the site (40%); (2) the final paper (40%); (3) your weekly journal entries (10%); and (4) your presentation of the internship experience (10%).
- There are no incompletes given for the internship. You are expected to fulfill the requirements of the internship. If for some reason, there is a problem with your internship, contact the Internship Coordinator immediately. An internship site may be substituted within the first four weeks of the semester and the student must still complete 150 hours of work at the new site.