

The Geography Internship Process – GEOG 3398

(Student Role)

1. The student secures an internship. Seek assistance from the KSU Career Services Center to get your resumé and cover letter in good order before you apply.
2. The student and the site supervisor together complete the Internship Agreement of Understanding. Make sure all fields in the Agreement are complete.
3. The student submits the completed Internship Agreement of Understanding to the Geography Internship Coordinator.
4. Once the internship has been approved by the Geography Internship Coordinator, the student is given an override into GEOG 3398.
5. The student begins the internship and follows the directions in the syllabus.

Please note well:

- The pre-requisite for a Geography Internship is 15 hours of upper division geography coursework.
- Internships may be worth 1 – 9 academic credits. One academic credit equals 50 hours of work on site in the internship. A standard three credit internship requires 150 hours of work over a standard 15 week term (i.e. 10 hours per week).
- The Internship Agreement must be submitted well-before registration to insure placement in GEOG 3398.