

Geography Undergraduate Internship Program

GENERAL INFORMATION:

The Geography Department at the University of Maryland offers a one-semester internship program for undergraduates. Students can earn a total of three credits. Students are responsible for finding their own internships. Students can pursue a wide variety of opportunities: public sector, private sector, or government sector. It may be on-or off-campus; paid or unpaid.

However, the department sponsors a semi-annual career fair where recruiters from area agencies, local, county, municipal, and federal governments, consulting firms, GIS, and other data management and interpretation companies attend. Additional internship opportunities can be found at <http://www.aag.org/Careers/Intro.html> and <http://www.ensp.umd.edu/Internships.htm>.

PURPOSE:

The goal of the program is to enhance the intellectual growth and the career opportunities of undergraduates. The internship provides students with an opportunity to expand their understanding of the field by linking the theoretical aspects of geography acquired in the classroom to the applied aspects operating in a working situation. The work experience also provides an opportunity for the undergraduate to become familiar with activities, demands, and opportunities at the professional level.

SUMMER/WINTER INTERNSHIPS

Students' summer work experience can provide the opportunity for an internship. This may require special arrangements so students must see the Undergraduate Advising Office.

EXAMPLES OF INTERSHIPS

Individuals who are interested in urban geography and planning have worked at the Washington Council of Governments, City of Rockville, and local Maryland-National Capital Park and Planning Commissions. Cultural and historical geography opportunities exist at the National Archives, the Smithsonian, city and county governments, National Park Service and the Heritage, Conservation and Recreation Service at the Department of Interior. Physical geography majors have been placed at the National Oceanic and Atmospheric Administration, the U.S. Geological Service, consulting and engineering firms, NASA and local planning agencies. Cartography experience is available at nearly all the organizations cited above. Opportunities have also been available at the research labs located within the Geography Department.

INTERNSHIP GUIDELINES

The internship program has both an applied component and an academic component. Once students are accepted into the internship program, they will sign up for GEOG 384 (Internship in Geography). Generally, students will work at the host agency at least twenty hours a week during the 15-week semester. The exact amount of work required and the days allocated to the host agency are determined by mutual agreement between the agency, the student, and the student's faculty advisor. **Students who would like to participate in an additional internship program can sign-up for Geog 385. However, only Geog 384 will count toward the major requirements.**

- The Geography internship program is open to Geography majors with **junior or senior** with a minimum of **70 credits** standing with a **2.5 GPA** overall.
- Application materials should be submitted to the Geography Advising Office the semester before the internship is desired. **Students seeking internships must file the necessary paperwork by the end of the first week of classes (in the semester for which the student is seeking credit). No internship credit will be given for the current semester after the schedule adjustment period is over.**

- Internship Supervisor Evaluation of the student's work experience may be solicited from the host agency.
- The academic component provides the opportunity to submit a **12-20 page paper** based on the work experience of the student.
- Students will submit **one page proposal** to the faculty advisor describing the internship job description and responsibilities, the numbers of hours you are expected to work and relevant information concerning your internship.
- The structure, content, format, and length of the paper are agreed between the student and the faculty advisor.
- Any expected meeting dates with faculty advisor and the final due date need to be clearly stated. **If the final paper is not submitted by the agreed date will affect your final grade.**

Document Checklist:

The Internship application must consist of:

- Submit the proposal approved by the faculty advisor to the Geography Advising Office.
- A completed Internship Application form (attached)
 - * Some host agencies may require an additional application process

The final grade will consist of:

- Submit a mid-term evaluation report to the Geography Advising Office by the early warning grade period.
- Submit a final evaluation report to the Geography Advising Office.
- Submit a **12-20 page paper** based on the work experience of the student to your faculty internship supervisor.

EXAMPLES OF PAPER TOPICS

Topics for internship paper have varied greatly. An individual working with solar energy programs at the Maryland Energy Office wrote a consumer protection pamphlet for homeowners who install a solar energy system. An intern at the Organization of American States wrote about the infrastructure improvements in a river basin and future transportation needs of each country in the basin. A cartography intern at the C.I.A. wrote about introducing automated cartographic techniques and equipment to traditionally trained cartographers.

GEOGRAPHY INTERNSHIP PROGRAM

LETTER OF AGREEMENT

Student's Name: _____ UID: _____

Student Address: _____ Phone Number: _____

Email: _____ Class Standing: _____ Internship semester: _____

Curriculum Eligibility:

<u>Course</u>	<u>Semester</u>	<u>Grade</u>
GEOG 201/211		
GEOG 202		
GEOG 212		
Gateway Human		
Gateway Physical		
Gateway Technique		
Quantitative Methods		
Upper-level Writing		

Internship Information:

Name of the Company/Organization: _____

Email of Supervisor: _____ Phone number of Supervisor: _____

Address of Company/Organization: _____

Dates of Internship: From _____ to _____ Expected number of hours a week _____

Faculty Requirements:

Completed proposal: Yes or No

Number of pages: _____

Meeting Dates: _____

Final Paper due date: _____

Additional Requirements: _____

By signing this document, the student, faculty supervisor, departmental advisor, and internship supervisor have read and agreed to the described activities and goals.

Student name _____

Student's Signature _____

Internship supervisor name _____

Internship supervisor signature _____

Faculty supervisor name _____

Faculty supervisor's signature _____

Academic Advisor name _____

Academic Advisor's signature _____

Internship Evaluation

University of Maryland—Department of Geography

Mid-term Evaluation Report

Final Evaluation Report

Student Name: _____

Date: _____

Dates of Internship: From _____ to _____

Name of Organization/Company: _____

Organization/Supervisor's Name: _____

Please complete the form based on your observation of the individual's performance in the designated areas. This sheet will constitute your professional evaluation of the candidate, and may be used in determining the student's internship grade.

5—Outstanding performance

4—Consistent High Quality performance

3—Satisfactory performance

2—Inconsistent **Low level** performance

1—**Unsatisfactory** performance

N—Not observed

For each question, circle one answer (1 is low, 5 is high):

1. Ability to learn 1 2 3 4 5 N

2. Attitude toward work 1 2 3 4 5 N

3. Relation to co-workers 1 2 3 4 5 N

4. Reaction to supervision 1 2 3 4 5 N

5. Quality of work 1 2 3 4 5 N

6. Dependability 1 2 3 4 5 N

7. Judgment 1 2 3 4 5 N

8. Intern's academic preparation 1 2 3 4 5 N

Attendance: Regular Irregular

Punctuality: Regular Irregular

General Evaluation

The student's overall performance in the internship is/was:

Poor Satisfactory Good Very Good Outstanding

Comments:

Only For Final Evaluation

If this is a final evaluation, have you observed significant changes in this intern's performance since the time of the mid-term evaluation? Yes No

If this is a final evaluation, hypothetically, would you be willing to hire this intern after graduation, if a suitable position were available? Yes No

Rated by _____
Company/Organization Supervisor

Reviewed by _____
Undergraduate Internship Coordinator