Geographical Sciences Undergraduate Fall/Spring Internship Program

GENERAL INFORMATION:
The Geographical Sciences Department at the University of Maryland offers a one-semester three-credit internship program for undergraduates. Students are responsible for finding their own internships. These internships can vary from public sector, private, or government sector, on-or off-campus, and paid or unpaid.

For the last ten years, 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 https://geog.umd.edu/sites/geog.umd.edu/files/list_of_internships_for_website2017.pdf.

PURPOSE:
An internship experience 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 undergraduates 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 in LEF 2181M.

EXAMPLES OF INTERNSHIPS:
We’ve had students intern at a variety of places around Maryland, D.C, and the University itself. Here are a few of the organizations our students have worked with:

- Urban Geography & Planning
  - Urban Resources Initiative
  - Washington Council of Governments
  - City of Rockville
- Cultural & Historical Geography
  - National Archives
  - Smithsonian
  - National Park Service
- Physical Geography
  - National Oceanic and Atmospheric Administration
  - U.S. Geological Service
  - NASA
- On-campus Opportunities
  - START Program
  - Campus GIS
  - GIS and Geospatial Services Center
The internship program has both an applied and academic component. Once students are accepted into the internship program, they will sign up for GEOG384 (Internship in Geography). Generally, students will work at the host agency at least twenty hours a week during the 16-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 undergraduate internship professor. Students who would like to participate in an additional internship program can sign-up for GEOG385. However, only GEOG384 will count toward the major requirements.

- The Geographical Sciences internship program is open to Geographical Sciences majors with junior or senior with a minimum of 60 credits standing with a 2.8 GPA overall.
- Application materials should be submitted to the Geographical Sciences 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. Maximum grade received can be no higher than grade by received by internship supervisor.
- Students will submit a one page proposal describing the internship job description and responsibilities, the numbers of hours you are expected to work and relevant information concerning your internship.

Document Checklist:
The GEOG384/385 Application Packet is to be brought to the Geographical Sciences Advising Office FIRST to enroll in the course. After obtaining an advisors signature the packet then goes to the Internship Professor. The packet must contain:
- One page proposal detailing internship description, responsibilities, and hours required.
- A completed Internship Letter of Agreement form signed by your Host Agency Supervisor (Note: some host agencies may require an additional application process that is beyond what GEOG384/5 requires. Students are responsible for knowing and adhering to these requirements.)

The final grade will consist of:
- A mid-term internship evaluation submitted to the Internship Professor by the early warning grade period. This is completed by your host organization supervisor.
- A final internship evaluation submitted to the Internship Professor by the last week of classes. This is completed by your host organization supervisor.
- A final student internship evaluation submitted to the Internship Professor by the last week of classes. This is completed by you and allows you to reflect back on your experience with your internship.
- Attendance at the Geographical Sciences Career Fair.
- A 10-15 slides PowerPoint presentation to the Internship Professor that summarizes your work experience at your internship, which will be turned at the end of the semester.
GEOGRAPHICAL SCIENCES INTERNSHIP PROGRAM
Letter of Agreement

Date of Application: _______________________

Semester: Fall 20____ Spring 20____ Summer 20____ Winter 20____

Student Information:

Name: __________________________ UID: __________________________
Email: __________________________ Class Standing: __________________________
Course: ____________ ____________ Section #: __________________________

Curriculum Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Taken</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>GEOG201/211</td>
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<td>GEOG202</td>
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<td>GEOG212</td>
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<td>Upper Level GEOG:</td>
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<td>GEOG306:</td>
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<td>ENGL39X:</td>
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Internship Information:

Organization Name: __________________________ Supervisor Name: __________________________
Organization Address: __________________________ Supervisor Email: __________________________
Internship Date: ____________ to ____________ Hours Expected per Week: __________________________
Supervisor Signature: __________________________

_________________________ __________________________
(Student Name) (Geographical Sciences Advisor Signature - 1)
_________________________ __________________________
(Student Signature) (Internship Professor Signature - 2)

By signing this document, the student, internship supervisor, internship coordinator, and academic advisor have all read and agreed to the described activities and goals.
Internship Evaluation
University of Maryland—Department of Geographical Sciences

☐ Mid-term Evaluation Report  ☐ Final Evaluation Report

Student Name: ___________________________  Date: ______________________

Name of 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  ☐

Evaluated by ___________________________  Reviewed by ___________________________
(Organization Supervisor Signature)  (Internship Professor Signature)
Internship Evaluation
University of Maryland—Department of Geographical Sciences

[ ] Mid-term Evaluation Report  [ ] Final Evaluation Report

Student Name: ____________________________  Date: __________________

Name of 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  2—Inconsistent Low level performance
4—Consistent High Quality performance  1—Unsatisfactory performance
3—Satisfactory 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 [ ]

Evaluated by ____________________________  Reviewed by ____________________________
(Organization Supervisor Signature)  (Internship Professor Signature)
Student Final Internship Evaluation
University of Maryland—Department of Geographical Sciences

Student Name: __________________________ UID: __________________________ Date: __________________________

Internship Dates: ______________________ to ____________________________

Name of Organization: ______________________________________________________

Supervisor’s Name: ______________________________________________________

Please complete the form based on your observation of the employer’s performance in the designated areas. This sheet will constitute your professional evaluation of the candidate, and may be used for future reference.

5—Strongly Agree  2—Disagree
4—Agree          1—Strongly Disagree
3—Neutral        N—Not Applicable

For each question, circle one answer (1 is Strongly Disagree, 5 is Strongly Agree):

1. This experience gave me a realistic preview of this career field.  1 2 3 4 5 N
2. I was given adequate training or explanation of projects.  1 2 3 4 5 N
3. I had regular meetings with my supervisor and received constructive, on-going feedback.  1 2 3 4 5 N
4. My supervisor was available and accessible when I had questions/concerns.  1 2 3 4 5 N
5. I was treated on the same level as other employees.  1 2 3 4 5 N
6. There were ample opportunities for learning.  1 2 3 4 5 N
7. The work I performed was challenging and stimulating.  1 2 3 4 5 N
8. I feel that I am better prepared to enter the world of work after this experience.  1 2 3 4 5 N
9. I would recommend this opportunity to future students.  1 2 3 4 5 N
10. Geography courses prepared me for this experience.  1 2 3 4 5 N

General Evaluation

How did you find this internship?

☐ Not Challenging  ☐ Not so Challenging  ☐ Good  ☐ Moderately Challenging  ☐ Challenging

Comments:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Student Signature __________________________ Reviewed by______________________
(Internship Professor Signature)