



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 20 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 [Careers4Terps](#) and the [Department of Geographical Sciences Blog](#).

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.

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
 - Study of Terrorism and Responses to Terrorism (START) Center
 - Facilities Management
 - GIS and Geospatial Services Center



INTERNSHIP GUIDELINES:

The internship program has both an applied and academic component. Once students have accepted an internship position with a host agency, they will be eligible to enroll in GEOG384 (Internship in Geography).

Students will work at the host agency for a minimum of 135 hours total (*generally an average of 9 hours a week during the regular semester; however, please note that some host agencies may require up to 40 hours per week*). 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 receive course credit for an additional internship in a subsequent semester can sign-up for GEOG385. However, only GEOG384 will count toward the major requirements.

Students seeking internships must file the necessary paperwork by the end of the second 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 will be solicited from the host agency. Maximum grade received can be no higher than grade by received by internship supervisor.

HOW TO ENROLL:

- 1) Complete the Letter of Agreement form (next page) and have it signed by your Host Agency Supervisor.
- 2) Submit the form to the Geographical Sciences Advising Office (LEF1149) or email it to geog-advise@umd.edu in order for an Advisor to give you permission to enroll in the course.
- 3) Enroll in GEOG384/5 via Testudo before the add/drop period ends.
- 4) Email a copy of your Letter of Agreement to the Internship Professor.
 - a. Internship Professor for Fall/Spring: Dr. Keith Yearwood (kyearwoo@umd.edu)
 - b. Internship Professor for Summer/Winter: Dr. Amanda Hoffman-Hall (ahall2@umd.edu)

HOW YOU WILL BE GRADED:

- 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 **student mid-term internship** evaluation submitted to the Internship Professor by the early warning grade period.
- A **final student internship evaluation** submitted to the Internship Professor by the last week of classes.
- A **PowerPoint presentation, Brochure Assignment, or other assignment (as determined by the Internship Professor) to the Internship Professor** that summarizes your work experience at your internship, which will be turned in at the end of the semester.



Letter of Agreement

Date of Application: _____

Semester: _____

Student Information:

Table with 2 columns and 2 rows: Name, UID, Email, Course (384, 385)

Internship Information:

Table with 2 columns and 4 rows: Organization Name, Supervisor Name, Organization Address, Supervisor Email, Internship Date, Hours Expected per Week, Description of Internship Duties, HOST AGENCY SUPERVISOR SIGNATURE (1st Approver)

(Student Name)

(GEOG Advisor Signature – 2nd Approver)

(Student Signature)

(Internship Professor Signature – 3rd Approver)

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

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 (Organization Supervisor Signature)

Reviewed by (Internship Professor Signature)



Student Internship Evaluation

Mid-term Evaluation Report Final Evaluation Report

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 4— Agree 3— Neutral 2— Disagree 1— Strongly Disagree 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)