

# Geographical Sciences Undergraduate Internship Program

## GENERAL INFORMATION:

The Geographical Sciences 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 Urban Resources Initiative, 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, and the Hispanic Association of Colleges and Universities. Physical geographical science 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. There are also opportunities for geography majors here at UMD, including the GIS and Geospatial Services Center, START, and Campus GIS.

## 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 undergraduate internship coordinator. **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 Geographical Sciences internship program is open to Geographical Sciences 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 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.
- The academic component provides the opportunity to submit a reflection paper based on the work experience of the student.
- Students will submit **one page proposal** to the undergraduate internship coordinator 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 undergraduate internship coordinator.
- Maximum grade received can be no higher than grade by received by supervisor internship evaluation.
- Any expected meeting dates with the undergraduate internship coordinator and the final due date need to be clearly stated. **If the final paper is not submitted by the agreed date your grade will be affected.**

#### **Document Checklist:**

The Internship application must consist of:

- Submit the proposal approved by the faculty advisor to the Geographical Sciences Advising Office.
- A completed Internship Application Letter of Agreement 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 Geographical Sciences Advising Office by the early warning grade period.
- Submit a final evaluation report to the Geographical Sciences Advising Office.
- Fall Interns---Submit a **10 page paper (5 pages written, 5 pages illustrations, oral presentation to internship coordinator)** based on the work experience of the student to the undergraduate internship coordinator.  
Spring Interns--- Submit a **5 page paper and give an oral presentation at the Spring Undergraduate Symposium** based on the work experience of the student to the undergraduate internship coordinator.

#### **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.

#### **Steps to get Internship Credits:**

1. Secure an internship
2. Talk with advising office/ receive paperwork  
(also online) <http://www.geog.umd.edu/content/internship-program>
3. Have internship/ company supervisor sign paperwork (Letter of Agreement)
4. Meet with department internship coordinator (Professor Eney: [aeney@mail.umd.edu](mailto:aeney@mail.umd.edu) )
5. Return paperwork to advising office and register for appropriate class

## SPRING - 2019

### SYLLABUS G --384 / 385

10/29/18

1. Obtain Internship Application from Advising Office and complete fully with signature from Internship supervisor
2. A brief, concise (half a page), proposal describing what you propose to do, why you think you are prepared to do it and why it matters
3. See Internship Coordinator, internship does not become effective until signed by coordinator
4. See coordinator every two weeks to discuss progress
5. Internship assignments in addition to internship:
  - 1) Turn in both evaluations (one to be filled out by your 'at work internship' supervisor and one by yourself about how you feel your internship is going. The first (of each) is to be turned in at mid-term Monday, March 11th the second (of each), one week before the last week of classes.
  - 2) A brochure describing the classes you took to prepare for your internship, what you did at your internship and finally how the two have combined to better prepare you for the future. The rough draft will be due Monday, March 4th, the final draft will be due Wednesday March 13th. The 'Departmental Job Fair is Fri., March 29th, once okayed you need to print out enough copies to hand out at the Job Fair to prospective employers.
  - 3) A final paper, ten pages, which is an elaboration of your brochure. A rough draft will be due Wednesday, May 1st, the final version will be due Wednesday, May 9th. Or, instead of the final paper, you can give a three minute presentation based on your brochure the afternoon of the Job Fair which is Friday, March 29th. The advantage of the presentation is that a good one will be done before others, including possible employers, whereas a paper, no matter how well done will be seen only by myself. Another, important, advantage of the presentation is that the best one will win an award (both money and a certificate) given out at the 'Departments annual Awards Ceremony. It will also become a part of your academic record
6. How will grades be determined? 75% of your grade will be based on your 'at work' internship supervisors evaluation of your work at your internship. 25% will be based on your 'academic' performance. That is how well you keep your bi-weekly appointments with me, whether you turn your written assignments in on time and how good they are and how good your presentation or final paper are.
7. Read the Criteria For Presentations sheet on the backside of syllabus.
8. Please do not hesitate to call me at home: 301-681-7934.

The criteria for the Undergraduate Symposium presentations:

1. Time, 3-5 minutes. Presentation will be cutoff at five minutes and points will be deducted for going over 3 minutes;
2. Content: How was internship gotten and with whom, what was done, and how internship experience and classwork have combined to produce an increase in knowledge greater than either coursework or the internship would have provided separately. If visuals are used they should actually illustrate points made and not serve as filler, they should NOT be read from;
3. Engagement: There should be eye contact (with everyone in the room), body language, clarity of speech, appropriate dress will all count.

# GEOGRAPHICAL SCIENCES INTERNSHIP PROGRAM

## LETTER OF AGREEMENT

(Circle one)      Fall                  Spring                  Summer                  Winter                  20\_\_\_\_

**Student Info:**

Student's Name:	UID:
Student Address:	Phone Number:
Email:	Class Standing:
Course: (Circle one)      384      385 Section:	Race & Gender:

**Curriculum Eligibility:**

Course	Semester	Grade
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:
Address of Company/Organization:	Phone Number of Supervisor:
Dates of Internship: From _____ to _____	Expected hours a week:

**Internship Coordinator Requirements:**

Completed proposal: Yes or No Meeting Dates: _____	Number of pages: _____ Final Paper due date: _____
Student name _____ Student signature _____	Internship Supervisor name _____ Internship Supervisor signature _____
Alan Eney, Internship Coordinator Internship Coordinator signature _____	Ronald Luna or Amanda Hoffman-Hall, Advising Office Academic Advisor's signature _____

**Proposal Due Date:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Outline Due Date:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Presentation Due Date:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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:** \_\_\_\_\_

**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

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### General Evaluation

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

Poor  Satisfactory  Good  Very Good  Outstanding

Comments:

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### 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 \_\_\_\_\_  
Alan Eney, Undergraduate Internship Coordinator

# Student Internship Evaluation

## University of Maryland—Department of Geographical Sciences

Mid-term Evaluation Report

Final Evaluation Report

Student Name: \_\_\_\_\_ SID #: \_\_\_\_\_ Date: \_\_\_\_\_

Dates of Internship: From \_\_\_\_\_ to \_\_\_\_\_

Name of Organization/Company: \_\_\_\_\_

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. Geographical courses prepared me for this experience.                                  | 1 | 2 | 3 | 4 | 5 | N |

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### General Evaluation

How did you find this internship?

Not Challenging    Not so Challenging    Good    Moderately Challenging    Challenging

Comments: \_\_\_\_\_

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Student Signature \_\_\_\_\_ Reviewed by \_\_\_\_\_

Alan Eney  
Undergraduate Internship Coordinator