

# Summer 2018 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.

## 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 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.

## 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 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.

- 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.
- Students will submit a **brochure** about their internship one week prior to the end of the semester. The structure, content, format, and length of the brochure 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 brochure is not submitted by the agreed date your grade will be affected.**

### **Assignment Checklist:**

The Internship application must consist of:

- One page proposal detailing what you will do at your internship, hours you will be working, etc.
- A completed Internship Application form (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 first week of Summer Session II
- Submit a final evaluation report to the Geographical Sciences Advising Office prior to the last week of Summer Session II.
- Submit a brochure based on the internship experience to the Geographical Sciences Advising Office prior to the last week of Summer Session II.

### **EXAMPLES OF BROCHURE TOPICS**

Topics for internship brochures 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. Be sure to discuss your brochure ideas and requirements with the Undergraduate Internship coordinator before Summer Session II.

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

1. Secure an internship
2. Fill out internship application
3. Have application signed by your Internship Supervisor
4. Write proposal
5. Bring proposal and signed application to Geographical Sciences Advising Office to discuss your internship and brochure
6. Register for GEOG384/385
7. Turn in Mid-Term Evaluation to Advising Office (first week of Summer Session II)
8. Turn in Final Evaluation and Brochure to Advising Office (last week of Summer Session II)

# 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:	Ethnicity:
Course: (Circle one)      384      385	Gender:

**Eligibility:**

GPA above a 2.5 overall?      Yes      No

Minimum of 70 credits?      Yes      No

Curriculum? (fill out below)

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

**Signatures:**

Completed proposal: Yes or No	
Brochure due date: _____	Internship Supervisor name _____
Student name _____	Internship Supervisor signature _____
Student signature _____	
Amanda Hoffman-Hall, GEOG Academic Advisor	Ronald Luna, Internship Coordinator
signature _____	signature _____

**Brochure Notes and Agreement:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

### 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 \_\_\_\_\_  
Ronald Luna, Undergraduate Internship Coordinator

# 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

### 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 \_\_\_\_\_  
Ronald Luna, Undergraduate Internship Coordinator