

**University of California, Santa Barbara
Department of Geography**

**Internship in Geography: Geography 193
Academic Year 2008 - 2009**

Internship Application

Please review the internship requirements listed in the course syllabus. Return this completed form with signatures from your internship supervisor (or faculty supervisor), give it to Kathy and she will then have Dr. Stuart Sweeney sign it for you. Kathy will then give you the approval code so you can add this class, by the Add/Drop deadline for the quarter you wish to enroll in 193.

To be completed by the student:

Quarter: _____

Name:

Phone:

Local Address:

-

Perm Number: _____ G.P.A.

Faculty Sponsor: (same as Faculty Supervisor if Internship in UCSB Geography Department)

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Geog. 193 Units: _____

To be completed by Student or Agency Supervisor:

Agency Supervisor: (or Faculty
Supervisor) _____

Phone Number: _____

Agency Name:

Agency Address:

Requirements:

By Add/Drop: Resume _____ G.P.A. _____ G.P.A. Waiver _____

Internship Application _____ Interim Report _____ Student Final Report _____

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Please Use the Space Below to Write Your Proposal:

Intern:

Agency Supervisor
(or Faculty
Supervisor): _____

Faculty
Sponsor: _____

Internship Coordinator: _____

INTERNSHIP PROCEDURE SUMMARY

1. Student must meet Department requirements to participate in the internship program.
 - ◆ Junior or senior
 - ◆ 3.0 GPA or higher/or via waiver
 - ◆ Geography major

Waiver for GPA (form available from Kathy Davis) must be signed by Faculty Coordinator (Stuart Sweeney). It is up to the student to handle this.

2. Student looks up possible internship jobs through the Geography Office. After determining his/her interest and background, the coordinator gives the student names, addresses, and phone numbers of appropriate possibilities. Student can also find their own position as long as it is acceptable to the coordinator.
3. It is up to the student to arrange interviews and schedule the internship position just as they would for a part time job.
4. The student then fills out and returns the appropriate application paperwork and a resume to the Program Coordinator (Kathy Davis) to keep on file for the quarter. Students enroll in 1-4 units of Geog. 193 using Faculty Coordinator's instructor code. Approval code may be obtained from Kathy.
5. The student needs to work about 12 hrs per week to get 4 units. It is possible to work fewer hours for fewer units. Many employers prefer the student to make a minimum 2 quarter commitment and oftentimes students stay on for additional quarters even if this is not the case. They must enroll for extra units each consecutive quarter they work, and fill out new paperwork.
7. During the 8th or 9th week of the quarter students must pick up the Evaluation form to give to their employer. This form must be filled out by the employer/supervisor of the internship, then returned by the student to the internship coordinator for evaluation. At the end of the quarter the student is required to turn in a 1-2 page paper summarizing the internship work. A list of suggested topics for the paper can be found on the syllabus. This information will be kept in student's file and is required in order to receiving a passing grade.

