

DEPARTMENT OF GEOGRAPHY INTERNSHIP PROGRAM

GEOG 193 COURSE SYLLABUS

Internship Program Coordinator: Bella Grinbergs

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Prerequisites and Course Description:

Prerequisites: declared Geography major; upper-division unit standing; 3.0 overall grade point average. Departmental approval required. May be repeated for credit to a maximum of 12 units.

Practical experience and research on geographical problems as a volunteer intern with local, state and federal agencies, private research and development firms, university research faculty and other business organizations.

Final report required. One unit awarded per 30 hours of internship work (equal to 3 hours per week over 10 week quarter), and up to 12 hours a week (120 hours) for 4 units maximum.

Enrollment: Add approval code is required for registration. Students must complete internship application (to include detailed description of internship responsibilities, as well as signature from internship supervisor), and submit to Program Coordinator (Bella Grinbergs) **prior to add deadline** each quarter. **NOTE: applications submitted the final day of add deadline may not be accepted.** Add code and registration details will be provided upon acceptance and approval of completed application.

Final report and evaluation:

Students registered in GEOG 193 are required to complete a final report, summarizing internship experience, which should include the following:

- Brief description of your position and/or role in the agency
- Description of the agency or business (e.g. its purpose)
- Account of actual work performed
- Details of how your work fit into the overall project or scheme
- How you benefited as an intern – skills obtained, etc.
- How the internship contributed to personal, professional and/or academic growth
- Evaluation of the agency
- Detail any/all aspects of the Geography program that proved valuable in preparing you for the internship, as well as any potential areas for improvement

Intern Evaluation (to be provided by internship supervisor):

Your immediate supervisor should complete the Intern Evaluation Form prior to the end of the quarter. Evaluation deadline is end of week 10/prior to finals week.