

## **GEOGRAPHY, INTERNSHIP REQUIREMENTS**

### **Course Description:**

- The application of advanced principles of geography in a business, organizational, educational, governmental, or other appropriate setting.

### **Course Requirements:**

- A. Fill out an initial contract (see separate form)
- B. Send a brief bi-weekly progress report to your academic advisor by e-mail.
- C. At the end of the semester/internship, the intern must submit two documents:
  1. An informative one-page memo on the workplace and working conditions that will be put on file to provide information for future students searching for an internship (Put yourself in the position of a student looking for an internship. What would they want to know about a particular place?).
  2. A scholarly paper of 5000 words about:
    - a. The organization you worked for and its activities. For this paper, you are expected to describe how the organization operates and critically examine methods for improving its efficiency or service delivery;
    - OR**
    - b. A particular aspect of your work or topic of interest to the organization.

**Note:** Students are advised to discuss the subject matter of their internship paper with the internship and academic supervisors. Try to find a topic/issue that will provide the internship organization with some useful information.

### **Institutional choice and kind of work:**

- Given the wide range of geographical applications, any employer who would potentially hire a geography student is a viable choice. Examples include (but are not limited to) municipal, county, state, or federal government, utility companies, market research and advertising firms, non-profit organizations, transportation consultants, government ministries, publishers, and the media. UWM and other tertiary education institutions are not permissible.
- The intern is expected to conduct the same type of work as a fully paid geographer employed in the institution where the internship takes place. This may include (but ought not to be restricted to) routine work.

### **Special out-of-class requirements:**

- The student has to find a potential internship institution and needs to identify an instructor in the geography department to act as their liaison and academic supervisor.
- Before the actual start date of the internship, the internship institution's representative, the student, and the academic advisor should discuss the specific content of the internship. A contract outlining the content of the internship and the rights and responsibilities of each party should be drawn up and a copy given to each party.

### **Attendance requirements:**

- The intern is expected to work 45 hours for each credit taken.

### **Safety policies:**

- Some internships have a higher than average occupational hazards. The student is expected to follow all safety procedures customary in the industry or business, where the internship takes place. Safety policies should be part of the three-party discussion referred to above.

### **Assignment policies:**

- The assignment is due on the last day of the semester or within two weeks after the last day of the internship.

### **Special skills required of students beyond the formal prerequisites:**

- Some institutions require special skills such as a driver's license, physical fitness, or specialized GIS experience. It is the student's responsibility to inquire about such requirements before the beginning of the internship. All special requirements should be mentioned explicitly in the contract referred to above.