DEPARTMENT OF GEOGRAPHY INTERNSHIP REQUIREMENTS

GEOG 698: GIS/Cartography Internship

Course Description:

- The internship is intended as a learning experience in which student interns apply advanced principles of GIS and/or cartography in a business, educational, governmental, or other appropriate agency setting.
- The internship is carried out under the supervision of an employee of the agency who will be the agency internship supervisor; the academic component of the internship is under the supervision of a Department of Geography faculty member who will be the faculty internship supervisor.

Eligibility:

To enroll in an internship, students must have:

- a cumulative GPA of 2.25 or higher;
- a 300-level or above course in geographic techniques, preferably Geog 525;
- at least one semester in advance of the start of the internship semester, find an appropriate internship and identify an agency internship supervisor. Students are responsible for locating their own internships. UWM does not screen the internship sites, and so students should investigate opportunities to their satisfaction before making any commitments;
- at least one semester in advance of the start of the internship semester, having found an internship, find and contact an appropriate Department of Geography faculty member to obtain that faculty member's consent to be the faculty internship supervisor.

Course Requirements:

A. Before the start of the internship semester: (i) Fill out and sign the Department of Geography Internship Agreement Form (see separate form), (ii) arrange for the agency internship supervisor to review and sign the form, (iii) have the faculty internship supervisor sign the form, and then (iv) have the Department of Geography Chair sign the form (and arrange to make a copy of the form for you).

B. The internship requires students to work 48 hours for each credit taken: 40 hours at the agency and the remaining 8 hours on the written submissions to the faculty internship supervisor. The number of credits (1-6) granted for the internship is subject to the approval of the faculty internship supervisor.

C. As specified below, or as arranged with the faculty internship supervisor, six items must be submitted:

1. The completed Department of Geography Internship Agreement Form (see separate form) before the start of the internship/semester to Department of Geography Chair.
2. A signed and witnessed Liability Release Form (see separate form) before the start of the internship/semester to the faculty internship supervisor.
3. Bi-weekly reports to your faculty internship supervisor (see separate document with questions for student interns to answer in bi-weekly reports).
4. A research paper of 5,000 words on a topic involving the work conducted during the internship related to a body of academic/public policy literature by the end of the internship/semester to the faculty internship supervisor. Students must consult

with the faculty supervisor of the internship regarding the subject matter and academic/public policy literature for their paper before the start of the internship.

5. Your evaluation of the internship and site/placement on completion of the internship (use the separate evaluation document) to your faculty internship supervisor.
6. A completed Evaluation of Department of Geography Intern (see separate form) by agency internship supervisor who emails it directly to (a) the faculty internship supervisor and (b) Department of Geography Program Associate, Niko Papakis, npapakis@uwm.edu by the end of the internship/semester.

D. Students who register for an internship and do not complete all of the necessary paperwork in a timely manner may be dropped administratively from the course.

Internship agency choice and kind of internship 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, environmental consultants, and transportation consultants.
- The intern is expected to conduct the same type of varied work as a fully-paid GIS professional or geographer employed in the institution where the internship takes place. This may include (but not to be restricted to) observing, as well as routine work. The intern's work should constitute a learning experience with as much breadth as possible.
- Internships may be paid or unpaid. In no case should the student be used as a substitute for a regular employee.
- During the course of the internship, if the student experiences any difficulties, such as being asked to do work beyond the scope of the work described in the Internship Agreement Form, or harassment, the student should report such matters to the faculty internship supervisor for assistance with them.
- Some internships have 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 can be raised with the agency internship supervisor and the faculty internship supervisor.
- Some agencies require special skills such as a driver's license, physical fitness, or specialized computer 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 Internship Agreement Form.