

# GCU/GIS/GPH 584 – Internship

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School of Geographical Sciences and Urban Planning  
Arizona State University

## Instructor & Course Information

<b>Instructor:</b> Eleanor Brillo	<b>Email:</b> <a href="mailto:eleanor.brillo@asu.edu">eleanor.brillo@asu.edu</a>	<b>Office Location:</b> Coor 5581
<b>Time:</b> By <a href="#">appointment</a> , M-F.	<b>Course Type:</b> Independent Study (1-12 Credit Hours)	<b>Location:</b> Online

## Course Description

Structured practical experience following a contract or plan, supervised by faculty and practitioners. All academic internships must be approved in advance, and students must be concurrently enrolled in academic internship units (1 -12 units).

## Course Objective

Internships are experiential learning activities designed to provide students with opportunities to make connections between the theory and practice of academic study and the practical application of that study in a professional work environment. Internships offer the opportunity to explore a career while gaining relevant experience and professional connections. Also, internships provide an opportunity for students to contribute to endeavors which have a real effect in the surrounding community. This course supports students to think critically and reflect on their internship experience and professional development.

## Student Learning Objectives

By completing this course, students will:

- ✓ Apply concepts and skills from your academic studies to the operations of a real-world professional setting.
- ✓ Gain insight into a possible career path of interest while learning about the industry in which the organization resides, organizational structure, and roles and responsibilities within that structure.
- ✓ Develop professional connections.
- ✓ Build skills in observing and reflecting on a professional work setting.
- ✓ Apply appropriate workplace behaviors in a professional setting.
- ✓ Be able to effectively reflect on and convey their internship experience as it aligns with their personal, educational and career goals.

**Re-taker Student (if applicable)**

If this is **NOT** your first time enrolling into 584, please be aware that all assignment submissions must be new and unique. **You cannot resubmit materials from a prior term**; otherwise, you will receive a zero for that assignment.

**Assignments**

In assigning final grades, the course requirements will be weighted as follows:

Assignment #1: Internship Launch Work Log	150 pts
Assignment #2: Monthly Memorandums	
Month #1 – Memo	200 pts
Month #2 – Memo	200 pts
Month #3 – Memo	200 pts
Assignment #3: Final Reflection Paper	300 pts
Assignment #4: Final Work Log (Supervisor Signs & Submits)*	300 pts
<u>Assignment #5: Supervisor Evaluation (Supervisor Signs &amp; Submits)</u>	<u>200 pts</u>
<b>TOTAL</b>	<b>1550 pts</b>

\* Assignment #4 is mandatory to complete the course.

**Tracking Internship Working Hours**

Students will be required to maintain a weekly log throughout the duration of this course. In the work log, students are expected to include the details of the work they accomplished, along with, the total number of working hours for each week. Students begin tracking their working hours on the first day of the academic term through the final day of the same academic term. **The total working hours completed during the academic term must be equivalent to the amount of academic credits the student enrolled for. This means, in order to complete the course, your supervisor's submission of Assignment #4 is mandatory. Failure to submit this assignment will result either in an incomplete grade or an automatic failure for the course depending upon the specific circumstances.**

Credits	Total hours worked	Approximate hours per week	
		Fall or Spring (15-weeks)	Summer A+B (12 weeks)
1	45	3	3.25
2	90	6	7.5
3	135	9	11.25
4	180	12	15
5	225	15	18.75
6	270	18	22.5

At the end of the term, students will provide their completed work log to their internship supervisor for review. After it has been reviewed, it will be the internship supervisor's responsibility to directly email the course instructor the student's final work log with their confirmation that the hours and worked accomplished are correct, along with the internship supervisor's evaluation of the student's performance throughout the internship.

### **Notify your Internship Supervisor of their Responsibility**

As part of your final grade, at the end of this semester you will need to communicate with your internship supervisor to let them know that they will be responsible for directly emailing the instructor your Final Work Log with their signature, along with, their Supervisor Evaluation of your performance throughout the internship.

### **Expected Classroom Behavior**

This course is online, but to be successful, please adhere to the following:

- Check the course canvas regularly.
- Read all announcements.
- Read and respond to course email messages as needed.
- Complete assignments by the due dates specified.
- Communicate regularly with your instructor and supervisor.
- Create a study and/or assignment schedule to stay on track.

### **Grading Policy**

All assignments will receive points corresponding to the grading scale below. Rubrics are provided for each assignment explaining the evaluation criteria and general expectations. Grades will not be curved and there are no opportunities for extra credit. If you have any questions, comments, or concerns about any of the assignments, please contact the instructor.

<b>Grading Scale*:</b>	<b>A</b>	90 – 100 percent
	<b>B</b>	80 – 89 percent
	<b>C</b>	70 – 79 percent
	<b>D</b>	60 – 69 percent
	<b>F</b>	Below 60 percent

\*Please note that the grading scale is to .99; this indicates a policy of no automatic rounding.

### **Submitting Assignments**

All assignments, unless otherwise announced, **MUST** be submitted to the designated area of Canvas. **There are two exceptions:** The final work log and your supervisor's evaluation. **At the end of the semester, you'll ask your internship supervisor to send both these items via email to the course instructor.**

Assignment due dates follow Arizona Standard time (MST).

### **Late Assignment Policy**

**Late assignments will only be accepted one week after the initial due date at a penalty of 50% of the total point value after grading. Late assignments submitted after the late deadline will automatically receive a zero grade.**

### **Accommodation Requests**

As a professional courtesy, notify the instructor **BEFORE** an assignment is due if an urgent situation arises and you are unable to submit the assignment on time. The instructor is not required to provide an accommodation when they receive this courtesy but allows them to be aware of your situation.

Accommodations to the course late assignment policy will only be considered if the student can include proper documentation related to situation to the instruction about their request in a timely manner. Requesting an accommodation and including proper documentation does not guarantee an automatic accommodation as the instruction will make the final decision to whether or not an accommodation will be granted.

**Examples of situations that may arise for a student to request an accommodation for submitting an assignment late and the expected proper documentation to support their request:**

**Situation:** Death

**Supporting documentation:** Death certificate or obituary

**Situation:** Car accident

**Supporting documentation:** Police report of the accident

**Situation:** Illness

**Supporting documentation:** Doctor's note

**Situation:** Technology issue (broken phone, computer, or internet access)

**Supporting documentation:** Shipping receipt or repair invoice

**The late assignment policy is not applicable to the following assignments** since the submission deadlines are the final week of the course. Failure to submit these assignments on time will result either in an incomplete grade or an automatic failure for the course depending upon the specific circumstances.

- Final Reflection Paper
- Final Supervisor Work Log
- Supervisor Evaluation

### **Late Enrollment**

**For students who enroll in the course after the semester add-drop deadline**, a custom set of due dates will be provided to you from the instructor for only the assignments you are behind on.

### **Absences**

This course is fully online and does not include an absences policy. However, you can use the following appropriate University policies to request [an accommodation for religious practices](#) or to accommodate a missed assignment due to [University-sanctioned activities](#).

### **Communicating with the Instructor**

#### **Email and Canvas Inbox**

Either email or the Canvas Inbox are good ways to communicate with course instructor, Eleanor Brillo. If you prefer email, you can email them at [eleanor.brillo@asu.edu](mailto:eleanor.brillo@asu.edu). You will typically receive a response within 1-2 business days.

**All instructor correspondence will be sent to your ASU email account.**

ASU email is an [official means of communication](#) among students, faculty, and staff. Students are expected to read and act upon email in a timely manner. Students should check their ASU-assigned email regularly to avoid missing important messages.

#### **Zoom, Phone, or In-Person Meeting**

If you'd like to talk with your instructor, you can choose a time that works well for you, by scheduling an appointment using the [online scheduler](#). Links to an external site. If you do not

see a day or time that works with your schedule, then e-mail your instructor, Eleanor Brillo at [eleanor.brillo@asu.edu](mailto:eleanor.brillo@asu.edu) to discuss setting up a specific appointment day and time.

## **Textbooks**

No textbook is required for this course.

## **Course Access**

This course can be accessed from [my.asu.edu](http://my.asu.edu) or <https://asu.instructure.com/>Links to an external site. Bookmark both in the event that one site is down.

## **Computer Requirements**

This is a fully online course; therefore, it requires a computer with internet access and the following technologies:

- Web browsers (Chrome, Mozilla Firefox, or Safari)
- [Adobe Acrobat Reader](#) (free)
- Webcam, microphone, headset/earbuds, and speaker
- Microsoft Office ([Microsoft 365 is free](#) for all currently-enrolled ASU students)
- Reliable broadband internet connection (DSL or cable) to stream videos.

Note: A smartphone, iPad, Chromebook, etc. will **NOT** be sufficient for completing your work in ASU Online courses. While you will be able to access course content with mobile devices, you must use a computer for all assignments, quizzes, and virtual labs.

## **Help**

For technical support, use the Help icon in the black global navigation menu in your Canvas course or call the ASU Help Desk at 1+(855) 278-5080. Representatives are available to assist you 24 hours a day, 7 days a week.

## **ASU Online Course Policies**

View the [ASU Online Course Policies](#)

## **Netiquette**

In all online course interactions, use [netiquette](#): a social code that defines appropriate online behavior. Writing may be the only means of communication you have with classmates and instructors, so it is especially important to communicate as a scholarly, respectful, professional, inclusive, and polite learner.

## **Accessibility Statements**

View the [ASU Online Student Accessibility](#) page to review accessibility statements for common tools and resources used in ASU Online courses.

## **Academic Integrity**

Academic honesty is expected of all students in all examinations, papers, and laboratory work, academic transactions and records. The possible sanctions include, but are not limited to, appropriate grade penalties, course failure (indicated on the transcript as a grade of E), course failure due to academic dishonesty (indicated on the transcript as a grade of XE), loss of registration privileges, disqualification and dismissal. For more information, see <http://provost.asu.edu/academic-integrity>.

## **Accommodating Students with Disabilities**

Students who feel they will need disability accommodations in this class but have not registered with the Student Accessibility and Inclusive Learning Services office should contact SAILS immediately. The SAILS Tempe office is located on the first floor of the Matthews Center Building. SAILS staff can also be reached at (480) 965-1234 (V) or (480) 965-9000 (TTY). For additional information, visit: [www.asu.edu/studentaffairs/ed/drc](http://www.asu.edu/studentaffairs/ed/drc).

## **Policy Against Threatening Behavior**

All incidents and allegations of violent or threatening conduct by an ASU student (whether on-or off campus) must be reported to the ASU Police Department (ASU PD) and the Office of the Dean of Students. If either office determines that the behavior poses or has posed a serious threat to personal safety or to the welfare of the campus, the student will not be permitted to return to campus or reside in any ASU residence hall until an appropriate threat assessment has been completed and, if necessary, conditions for return are imposed. ASU PD, the Office of the Dean of Students, and other appropriate offices will coordinate the assessment in light of the relevant circumstances.

## **Reporting Title IX Violations**

Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at <https://sexualviolenceprevention.asu.edu/faqs>.

As a mandated reporter, I am obligated to report any information I become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services, <https://eoss.asu.edu/counseling> is available if you wish to discuss any concerns confidentially and privately. ASU online students may access 360 Life Services, <https://goto.asuonline.asu.edu/success/online-resources.html>.

## **Policy on Sexual Discrimination**

Arizona State University is committed to providing an environment free of discrimination, harassment, or retaliation for the entire university community, including all students, faculty members, staff employees, and guests. ASU expressly prohibits [discrimination](#), [harassment](#), and [retaliation](#) by employees, students, contractors, or agents of the university based on any protected status: race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, and genetic information.

## **Copyrighted Materials**

A warning to students that they must refrain from uploading to any course shell, discussion board, or website used by the course instructor or other course forum, material that is not the student's original work, unless the students first comply with all applicable copyright laws; faculty members reserve the right to delete materials on the grounds of suspected copyright infringement.

If you have any questions, please refer to [ACD-304-10 Course Syllabus](#) or contact Amanda A. Smith or Jenny Smith in The College Office of Students and Academic Programs at (480) 965-6506.

## **Syllabus Disclaimer**

The syllabus is a statement of intent and serves as an implicit agreement between the instructor and the student. Every effort will be made to avoid changing the course schedule, but the possibility exists that unforeseen events will make syllabus changes necessary. Remember to check your ASU email and the course site often.