

ABOUT THE INTERNSHIP PROGRAM

GOALS:

- To give the student an opportunity to observe and participate in geographic, GIS or planning work carried out in a professional setting, under the guidance of a mentor there.
- To give the student an opportunity to learn and practice skills valuable in geographic or planning professions.
- For the student to carry out work of use to the host site.

INTERN ACTIVITIES:

- Student might carry out some small self-contained project from beginning to end; or participate in various phases of a larger project or projects.
- Student should gain exposure to the larger operations into which his/her work fits. For example, student might be permitted to observe relevant planning or organizational meetings.
- The internship should allow the student to build knowledge and skills relevant to professional work in planning, geography or GIS. Here are some examples:

Geography and GIS:

- Analysis and report-writing
- Creation and maintenance of GIS databases
- Metadata development
- Map creation
- GIS software development
- Field- or document-based data collection
- Weather broadcasting research and mapping

Planning:

- Design
 - Presentation
 - Contract Development and Negotiations
 - Construction Drawings and Production Methods
 - Client/User Contracts
 - Programming and Problem Solving
 - Conferences with Consultants
 - Cost Estimates and Budgeting
 - Public Involvement Processes, Public Meetings
 - Scheduling
 - Office Management and Procedures
 - Field Experience and Field Surveying
 - Research
 - Drafting or Mapping
 - Data Processing
 - Report Writing and Production
 - Policymaking
 - Other relevant skills or knowledge areas
- To supplement their internship experience, students will participate in an internship course. See 'Additional requirements' on next page for more details.

INTERNSHIP COORDINATOR CONTACT:

For questions about setting up, carrying out, or evaluating internships, contact:

Barbara Trapido-Lurie

Internship Coordinator, School of Geographical Sciences
and Urban Planning (SGSUP)
P.O. Box 875302
Arizona State University
Tempe, AZ 85287-5302

Phone: (480) 965-7449
Email: btl@asu.edu
Fax: (480) 965-8313

Responsibilities of the Intern and the Professional Supervisor

INTERN'S RESPONSIBILITIES

It is the intern's responsibility to contact the internship employer or site upon securing internship employment, to verify all office hours and to honor all office policies. It is also the intern's responsibility to represent the School of Geographical Sciences and Urban Planning through a conscientious, professional attitude as expressed in his/her personal manner and appearance.

It is the intern's responsibility to sign up for the internship course offered at ASU before the internship starts or as soon as possible after the start of the internship. Before registering for the class, the student should complete an Internship Plan, (see #1 below).

Required hours of work and credit options:

Students earn academic credit for their work based on total hours worked, as follows:

| Credits | Total hours worked | Approximate hours per week | |
|---------|--------------------|----------------------------|------------------------------------|
| | | Session C (15 weeks) | Summer Session A or B (6 weeks) |
| 1 | 45 | 3 | 7.5 |
| 2 | 90 | 6 | 15 |
| 3 | 135 | 9 | 22.5 |
| 4 | 180 | 12 | 30 |
| 5 | 225 | 15 | 37.5 |
| 6 | 270 | 18 | 45 |

Undergraduate students may earn a maximum of **12 credits** for an internship. A maximum of **6 credits** will count towards the major. Credits beyond the first 6 will count towards the total required for graduation, but will not count towards the major. Students may register for an internship course multiple times.

Additional requirements:

1. Students must complete the **Internship Plan (see page 3)**, prior to the internship or at the latest within the first two weeks of your internship. A very important element is the Work Plan, which outlines what the intern will do and learn. The Internship Plan is an online form, at <http://sgsup.asu.edu/internship-plan>. Supervisor will review and confirm the plan. Student will be able to register for the course after the supervisor and Internship Coordinator have reviewed the Internship Plan.
2. The intern will keep a weekly **Work Log (see page 4)**, indicating the type of tasks he/she is performing, and the hours worked. On completion of the internship, the intern's supervisor will sign the Work Log to confirm that the record is, to the best of his/her knowledge, a true and accurate record of the intern's experience. The completed log will be submitted to the Internship Coordinator.
3. During **Fall and Spring semesters, Tempe campus undergraduate students** will participate in 4 internship class sessions, participate in several online discussions, and write a final paper on their internship. **Online undergraduate students, and Tempe campus students enrolled over the summer**, participate in several exercises and online discussions. At the end of the internship, students summarize their experiences and what they learned from the internship, either through a written paper or a recorded presentation. **Graduate students** will do a culminating activity relevant to their internship; either written or as a face-to-face discussion.

SUPERVISOR'S RESPONSIBILITIES

The supervisor is the person at the internship site who defines the intern's scope of work and mentors the intern. It is the responsibility of the supervisor to give the intern a broad exposure to a full range of professional activities, and provide meaningful work assignments and guidance. Students should have an opportunity to gain substantive, analytic, technical, interpersonal, or organizational knowledge and skills. At the start of the internship, the supervisor should work with the intern to develop a **Work Plan (see page 3)**, or should review and approve the plan defined by the intern.

Upon completion of the agreed-upon hours of internship work the supervisor will give feedback to the intern and the ASU Internship Coordinator, using the **Supervisor Evaluation Form (see pages 5 and 6)**. The supervisor will also confirm the accuracy of the **Work Log** maintained by the student (see page 4.)

INTERNSHIP PROGRAM: Internship Plan

Student provides this information after arranging an internship, before enrolling in internship course. Submit at <http://sgsup.asu.edu/internship-plan>. Internship supervisor will be asked to approve the plan.

STUDENT INFORMATION

| | | | |
|----------------|--|----------------------------|---|
| Name | | Campus ID (1000xxxxxxx) | |
| Email Address | | Program Type | <input type="radio"/> ASU Tempe <input type="radio"/> ASU Online |
| Degree Program | | | |

COURSE INFORMATION

| | | | | | |
|------------------------|--|-------------------|--|-----------------|--|
| Course Prefix & Number | | Number of Credits | | Semester & Year | |
|------------------------|--|-------------------|--|-----------------|--|

INTERNSHIP CONTACT INFORMATION

| | | | | |
|--------------------------------|------|---------------|-------|--|
| Company or agency - Department | | | | |
| Location | City | | State | |
| Supervisor Name | | | | |
| Supervisor Position | | Email Address | | |

INTERNSHIP SCHEDULE

| | | | |
|--|--|-------------------------------|--|
| Internship Start Date | | Internship End Date | |
| Hours per week (Note that student should participate in internship for at least 45 hours per credit earned) | | | |
| Paid or Unpaid Internship? | | If paid, what is rate of pay? | |

INTERNSHIP WORK PLAN

This is a key part of your Internship plan.

| |
|--|
| <p>What will your internship responsibilities be? (Respond in a paragraph or list. OR, if your internship has a job description that describes your responsibilities, you may upload the job description as a PDF, in the online version of this form.)</p> |
| <p>Please identify your learning objectives. That is, what knowledge and skills that are relevant to your major will you seek to gain through the internship? (If your internship is part of an ongoing position, your learning objectives should allow you to grow professionally. Skills can be job-specific, or can be broader, such as building communication or presentation skills or strengthening project and time management.)</p> |

INTERNSHIP PROGRAM: Work Log

Work log is to be kept by student intern and returned to Internship Coordinator after approval by intern's supervisor. **Students may create their own work log form as long as it includes all of the information below.**

| | |
|--|---|
| Student Name: _____ | |
| Internship Site: _____ | Internship Period: From _____ to _____ |
| ASU Course: GCU 484 / GIS 484 / GPH 484 / PUP 484 GCU 584 / GIS 584 / GPH 584 / PUP 584 | Sem/Yr student registered for course: _____ |

Complete one row for each week of the internship

| Week (dates) | Hours worked | Brief summary of work completed |
|-----------------|-----------------|---------------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Total Hours: _____

Please return to:

Barbara Trapido-Lurie
 School of Geographical Sciences and Urban Planning
 Arizona State University
 Tempe, AZ 85287-5302
 (480) 965-7533 (telephone), (480) 965-8313 (fax)
 Email: btl@asu.edu

 STUDENT SIGNATURE

 SUPERVISOR SIGNATURE

INTERNSHIP PROGRAM: Supervisor Evaluation (page 1 of 2)

Intern Name _____ Supervisor _____

Internship Site _____

Supervisor: Please evaluate the intern’s performance in the following areas. We encourage you to review this form with the student. This joint evaluation will help the student’s professional and personal development. If you mark any items marginal or poor, please comment in the space below the table.

Please mark the column that most accurately describes the intern’s performance.

| | Excellent | Very Good | Average | Marginal | Poor |
|---|-----------|-----------|---------|----------|------|
| Intern was able to develop and progress as a professional. | | | | | |
| Intern communicated effectively. | | | | | |
| Intern maintained a positive and collaborative attitude. | | | | | |
| Intern managed time efficiently. | | | | | |
| Intern was thorough in their work, paying attention to detail and accuracy. | | | | | |
| Intern worked on own initiative. | | | | | |
| Intern showed problem-solving abilities. | | | | | |
| Intern was a productive member of the organization. | | | | | |

Here, please add details for any items marked ‘marginal’ or ‘poor.’ Also feel free to provide additional information to clarify any of your responses.

These additional questions explore the intern’s growth and learning further, and also provide feedback on our programs:

1. Was the intern academically prepared for this internship? If not academically prepared, what areas were weak or missing?

INTERNSHIP PROGRAM: Supervisor Evaluation (page 2 of 2)

2. Were there major changes in the intern's activities from what was originally conceived? If yes, please explain.

3. What aspects of the intern's overall performance were most positive?

4. In your opinion, is the intern ready to move on to an entry-level professional position in the area of his/her internship? If not, what skills and competencies need improvement?

5. Would you recommend changes in the Geography and Planning internship coordinator's role in your internship?

6. Please add any other comments, as pertinent, regarding either the intern's performance or potential, or the internship program.

Thank you very much for your help in completing this evaluation form! Please return the form by email to Barbara Trapido-Lurie, Internship Coordinator, by the date indicated by your student intern.

Email: btl@asu.edu | Phone: (480) 965-7449