

## ABOUT THE INTERNSHIP PROGRAM

---

### GOALS:

- To give the student an opportunity to observe and participate in geographic 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 or geography. Here are some examples:

#### **Geography and GIS:**

- Analysis and report-writing
- Creation and maintenance of GIS databases
- Metadata development
- Map creation
- 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**

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

Phone: (480) 965-7449  
Email: [btl@asu.edu](mailto: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.** Beginning Spring 2019, all students will take Fall or Spring internship courses as 15-week Session C courses. Students who begin an internship after the drop-add date will be able to do late enrollment to add the course at any point up to the ninth week of the semester.

#### 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 should be submitted to the Internship Coordinator.
3. Students will participate in several online **exercises and discussions**. At the end of the internship, the intern will summarize their experiences and what they learned from the internship, either through a written paper or a recorded presentation.

### 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 p. 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 evaluate the intern, using the **Supervisor Evaluation Form (see pages 5 and 6)**.

## 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.

If your internship has a job description that gives information about these topics, you may upload the job description as a PDF file, in place of whichever question it addresses.

What will your internship responsibilities be? (Respond in a paragraph or list.)
What professional knowledge and skills do you expect to gain through the internship? (Respond in a paragraph or list)

## INTERNSHIP PROGRAM: Work Log

Student intern keeps this log over the course of the internship, and returns it to the Internship Coordinator after approval by their internship supervisor. Students may use a different format, as long as it includes the information below.

Student Name: _____	
Internship Site: _____	Internship Period: From _____ to _____
ASU Course: GCU 484 / GIS 484 / GPH 484 / PUP 484	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](mailto:btl@asu.edu)

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
SUPERVISOR SIGNATURE



