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:**
  - 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
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:

<table>
<thead>
<tr>
<th>Credits</th>
<th>Total hours worked</th>
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<tbody>
<tr>
<td>1</td>
<td>45</td>
</tr>
<tr>
<td>2</td>
<td>90</td>
</tr>
<tr>
<td>3</td>
<td>135</td>
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<tr>
<td>4</td>
<td>180</td>
</tr>
<tr>
<td>5</td>
<td>225</td>
</tr>
<tr>
<td>6</td>
<td>270</td>
</tr>
</tbody>
</table>

Undergraduate students may earn a maximum of 12 credits for an internship. A maximum of 6 credits will count as electives in 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. A typical plan is to take the course for 2 sessions.

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 exercises and discussions on Blackboard. 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. Most students split these assignments over 2 sessions.

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, provide meaningful work assignments and guidance, and where needed and assign a senior-level person as the intern’s direct supervisor. 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). If an internship spans multiple academic sessions, we also request completion of a Midterm Evaluation Form (see page 7).
Here's the information that's requested on the online Internship Plan form. Fill in the form at [http://sqsup.asu.edu/internship-plan](http://sqsup.asu.edu/internship-plan).

## STUDENT INFORMATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus ID (1000xxxxxxx)</th>
</tr>
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<tbody>
<tr>
<td>Email Address</td>
<td>Program Type</td>
</tr>
<tr>
<td></td>
<td>❑ ASU Tempe</td>
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<tr>
<td></td>
<td>❑ ASU Online</td>
</tr>
<tr>
<td>Degree Program</td>
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</table>

## COURSE INFORMATION

<table>
<thead>
<tr>
<th>Course Prefix &amp; Number</th>
<th>Number of Credits</th>
<th>Semester &amp; Year</th>
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</table>

## INTERNSHIP CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Company or agency - Department</th>
<th>Location</th>
<th>City</th>
<th>State</th>
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<tbody>
<tr>
<td></td>
<td>Supervisor Name</td>
<td>Email Address</td>
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<td></td>
<td>Supervisor Position</td>
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## INTERNSHIP SCHEDULE

<table>
<thead>
<tr>
<th>Internship Start Date</th>
<th>Internship End Date</th>
<th>Hours per week</th>
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<tr>
<td></td>
<td></td>
<td>(Note that student should participate in internship for at least 45 hours per credit earned)</td>
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<td></td>
<td></td>
<td>Paid or Unpaid Internship?</td>
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## 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

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.

<table>
<thead>
<tr>
<th>Student Name:</th>
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<tbody>
<tr>
<td>Internship Site:</td>
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<tr>
<td>ASU Course: GCU 484 / GIS 484 / GPH 484 / PUP 484</td>
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</table>

Complete one row for each week of the internship

<table>
<thead>
<tr>
<th>Week (dates)</th>
<th>Hours worked</th>
<th>Brief summary of work completed</th>
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</tbody>
</table>

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
To be filled out by supervisor and returned to Internship Coordinator, upon completion of an internship course

Intern Name ________________________________  Supervisor ________________________________
Internship Site ______________________________________________________________________

Please rate the following:  Favorable  (mark appropriate number)  Not Favorable

| Intern was cooperative?         | 1 | 2 | 3 | 4 | 5 |
| Intern was productive?         | 1 | 2 | 3 | 4 | 5 |
| Intern managed time efficiently? | 1 | 2 | 3 | 4 | 5 |
| Intern worked on own initiative? | 1 | 2 | 3 | 4 | 5 |
| Intern communicated well?      | 1 | 2 | 3 | 4 | 5 |
| Intern showed problem-solving abilities? | 1 | 2 | 3 | 4 | 5 |

Please answer the following questions:

1. Do you recommend that the student receive credit for this internship?

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

3. Were there major changes in the intern’s activities from what was originally conceived? If yes, please explain.
4. What aspects of the intern's overall performance were most positive?

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

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

7. Do you give permission for your comments on this form to be shared with the intern? (This isn't required, but please indicate if you would NOT like the comments shared.)

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

SUPERVISOR SIGNATURE  (or return form via your email)

Thank you very much for your help in completing this evaluation form! Please return the form to Barbara Trapido-Lurie, either by email or fax, by the last day of the semester for which the student is enrolled.

Email: btl@asu.edu
Fax: (480) 965-8313
Phone: (480) 965-7449
Midterm Supervisor Evaluation (for internships spanning more than one session)

Intern Name ___________________________ Supervisor ___________________________
Agency/Firm ________________________________________________________________

Supervisor Feedback

Thank you for supporting your intern in his efforts to earn academic credit while building professional skills. Your responses to these questions help us understand the student’s work up to this point in time.

1. At this point in his internship, is the student doing satisfactory work at the tasks described in the Work Plan?

   ________________________________________________________________

2. In what areas, if any, should the student work on improvement, in the second part of his/her internship?

   ________________________________________________________________

3. Are there any other comments you’d like to share?

   ________________________________________________________________

SUPERVISOR SIGNATURE  (or return form via your email)

Thank you very much for your help in completing this evaluation form! Please return the form to Barbara Trapido-Lurie, either by email or fax, by the last day of the session in which the student is enrolled.

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7/20/2018