

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, 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 provide meaningful work assignments and guidance, and offer exposure to the broader mission and operations of the internship site. Students should have an opportunity to gain substantive knowledge and skills. At the start of the internship, the supervisor should work with the intern to develop an **Internship 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 approve the student's **Work Log (see p. 4)** 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)**.

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	
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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(s) 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.**

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

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.***

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