

UNIVERSITY OF RICHMOND

POLICIES GOVERNING GEOGRAPHY INTERNSHIPS (GEOG 388)

Eligibility and Credit: Internships are available for either a full-unit (1.0) or a half-unit (0.5) of credit. Internships may be arranged in either term of the academic session and in the summer. Students may take more than one internship, however, no more than one (1.5) units of internship work may be applied to a GEOG major. GEOG 388 is a graded course and may not be taken pass/fail. You can be paid or receive credit for an internship but not both.

Work Component: The minimum hours of on-site work for a full-unit internship are 120 and for a half-unit 60. All internships must have an identifiable on-site supervisor.

Academic Component: In addition to the on-site work of the internship, the intern must complete and submit for review by the faculty supervisor an academic component. This includes a selection from the following types of reflective and scholarly works: (1) a daily or weekly journal of the on-site work, indicating hours of work, activities, tasks, accomplishments, etc., (2) a blog or digital portfolio, (3) a series of short essays drawing from theoretical or research materials, (4) a research paper related to the internship, or (5) another output determined collaboratively with your faculty mentor. Research papers should be in the range of 4,000-6,000 words for a full unit internship and 2,000-3,000 words for a half-unit. Students must maintain regular contact with the faculty supervisor and make progress reports on the internship.

Final Course Grade: Internships are graded. The on-site supervisor provides a written evaluation of the intern's job performance; the faculty supervisor evaluates the intern's academic component and determines the final grade.

Application/Registration Process: Students must: (1) identify an internship opportunity with appropriate focus; (2) identify an academic supervisor; (3) complete the GEOG Internship contract form; and (4) arrange to register for GEOG 388.

University of Richmond
INTERN CONTRACT FORM

Background Information

Name: _____ Date: _____

School Address: _____ Local Telephone: _____

E-mail Address: _____ Year in School: _____

Major(s) _____ Minor(s) _____

Contract

Agency or Organization: _____

Work Supervisor: _____

E-mail Address: _____ Telephone: _____

Academic Supervisor: _____

E-mail Address: _____ Telephone: _____

1. Work Component

A. Nature of tasks to be performed by the intern:

B. Learning expectations from these tasks:

C. Number of hours per week on site:

The above work component has been mutually agreed upon by the intern and work supervisor. The work supervisor agrees to provide the intern with an orientation concerning relevant organizational arrangements, procedures, and functions. He/she will meet with the intern regularly and will be available for counsel and advice during the internship. At the conclusion of the internship, he/she will provide a confidential written evaluation of the intern's job performance to the academic supervisor. The intern agrees to complete all work assignments promptly and to the best of his/her abilities. The intern accepts the obligation of confidentiality in his/her work and relationship with the work supervisor and agrees to familiarize himself/herself with and adhere to appropriate standards of ethical conduct.

2. Academic Component: Semester _____

- A. Number of units credit for Internship: ____ 1.0, ____ 0.5
- B. List academic objectives of the internship mutually agreed upon by academic supervisor and the intern.

- C. Indicate academic activities intern will be engaged in concurrently with the work experience.

The above academic component has been mutually agreed upon by the intern and the faculty supervisor. They will meet periodically during the semester to discuss the internship experience and to assess the achievement of academic objectives.

When all parties are in agreement with this contract, they should affix their signatures below.

Intern _____ Date _____

Work Supervisor _____ Date _____

Academic Supervisor _____ Date _____