

Geography 695 Internship Contract

The purpose of this agreement is to define student, host, and departmental responsibilities in order to provide an appropriate educational internship experience.

Geography 695 can be elected for 1-4 credits in a single semester. The intern must be a Geography major, a junior or senior, and have a 2.33 or higher GPA or have special permission from their advisor and the department chair. The Geography department will only grant a total of 4 internship credits toward graduation and completion of the Geography major. Internship credit cannot be used to complete the Geography minor.

1. Name of student intern _____
2. Name and contact info of hosting organization or office _____
3. Name and contact info of intern supervisor at host office _____
4. Name of geography sponsoring faculty _____
5. Name of geography internship coordinator _____
6. Student class standing _____
7. Student GPA _____

The student agrees:

1. To report to the supervisor for a total of _____ hours

starting date of the internship: _____ and the
(date)

ending date of the internship: _____
(date)

The above is calculated on a basis of 30-45 supervised work hours per credit. This is derived from a 15 week semester, and an average of 2-3 hours per week per credit hour.

- 1 credit = 30-45 work hours
- 2 credits = 60-90
- 3 credits = 90-135
- 4 credits = 120-180

2. To adhere to the following schedule, as mutually agreed between the student and host, with any missed hours to be promptly made-up, at mutual convenience:

3. To enroll in UNH course GEOG 695 in the _____ semester of _____, for _____ hours of academic credit.

4. To perform the tasks designated by the supervisor, as described in the work plan.
5. To perform the academic work described in the work plan, and any other academic work assigned by the internship coordinator, using time additional to the agreed internship hours.
6. To provide to the Geography department a written evaluation of the internship experience.
7. That s/he is not made an employee or agent of the host or the university by this agreement.

The host agrees:

1. To assign educationally meaningful tasks to the student, as described in the work plan, and to oversee and instruct the student as necessary in the completion of these tasks.
2. To have the supervisor confer with the internship coordinator during and after the internship in connection with the student's progress, as deemed appropriate.
3. To submit written evaluations of the student's performance to the internship coordinator at the internship mid-point and one week prior to the end date of the internship.

The faculty sponsor agrees:

1. To assess the student's work based on communications with the supervisor, and all other work submitted by the student.
2. To submit a pass/fail grade for the student that reflects the student's performance. Incomplete or late work may result in an incomplete or a failing grade.

Signatures:

Student

date

Intern supervisor

date

Faculty sponsor

date

Internship coordinator

date

Work Plan

Tasks to be performed by the student in connection with the internship include, but are not limited to (to be described by supervisor, in consultation with the student):

Additional academic work to be submitted to the department by the student (to be described below by the faculty sponsor, in consultation with the student). Note that time required to complete this work is **in addition to** the internship work hours described and agreed to above! On-the-clock hours are **not** to be used for this academic work.

1. Complete a daily journal that lists the hours worked and the tasks performed for the day.
 2. Complete one of the following (specify):
 - a. Submit a written report of ___ pp., linking the internship experience to an area of geographic study.
 - b. Present a conference poster, including visualizations, and linking the internship experience to an area of geographic study.
 - c. Present a talk to a specified audience, including visualizations, and linking the internship experience to an area of geographic study.
 - d. Prepare a portfolio, logbook, or demonstration, as specified following.

Accepted and approved by:

Student: _____ Supervisor _____

Faculty sponsor: _____ Internship coordinator: _____