

## ABOUT THE INTERNSHIP PROGRAM

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### 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
- Supporting development of environmental education / conducting environmental education
- 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

### 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

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### 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 a Letter of Intent and Work Plan, (see #1 below). Internship courses may be graded on either a letter grade or credit/no credit basis.

#### 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
1	45
2	90
3	135
4	180
5	225
6	270

**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.

#### Additional requirements:

1. Student interns must complete the **Letter of Intent (see page 3)**, *prior* to the internship or at the latest within the first two weeks of the internship. A very important element is the Work Plan, which outlines what the intern will do and learn. The completed Letter & Work Plan should be given to Barbara Trapido-Lurie. Upon approval, the student will receive an email confirming that he/she is able to register for the internship class.
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 indicating 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 Barbara Trapido-Lurie.
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.

### 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)**.

## INTERNSHIP PROGRAM: Letter of Intent

### STUDENT INFORMATION

Name		Campus ID (1000xxxxxxx)	
Degree Program	Email	Telephone	

### COURSE INFORMATION

Course Prefix & Number		Number of Credits		Semester & Year	
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### AGREEMENT (between Organization, Student and School)

This is to indicate our agreement to participate in the Internship Program in the School of Geographical Sciences and Urban Planning at Arizona State University. We would like the intern to begin his/her "official internship period" on \_\_\_\_\_, 201\_\_ and complete his/her internship experience by \_\_\_\_\_, 201\_\_.

The intern will work \_\_\_\_\_ hours/week for a total of \_\_\_\_\_ hours.

*(See page 2 for **required hours of work**, based on credit to be earned.)*

Is this internship a paid position? \_\_\_ Yes, \_\_\_ No. If yes, what is the rate of pay? \_\_\_\_\_

#### WORK PLAN:

This is a critical part of the Letter of Intent. It should demonstrate that the internship will provide opportunity to gain substantive skills and knowledge relevant to the internship's professional realm. **Please attach a short statement that describes:**

1. The type of tasks to be undertaken as part of the internship
2. Knowledge and skills to be gained through the internship

We agree to fulfill the "**Supervisor's Responsibilities**" (*see page 2*) and to submit an **evaluation of the intern's work** (*see pages 5 and 6*).

Organization Name			
Address			
	CITY	STATE	ZIP
Supervisor Name			
Supervisor Position			
Telephone		Email address	
Fax Number		Web Page	

\_\_\_\_\_  
DATE

**Please return to:**

Barbara Trapido-Lurie  
School of Geographical Sciences and Urban Planning  
Arizona State University  
Tempe, AZ 85287-5302  
(480) 965-7533 (phone), (480) 965-8313 (fax), [btl@asu.edu](mailto:btl@asu.edu)

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

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

## INTERNSHIP PROGRAM: Work Log

Work log is to be kept by student intern and returned to Barbara Trapido-Lurie 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 Prefix GCU 484 / GPH 484 / PUP 484 or 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](mailto:btl@asu.edu)

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

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

## INTERNSHIP PROGRAM: Supervisor Evaluation (page 1 of 2)

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To be filled out by supervisor and returned to Internship Coordinator

Intern Name \_\_\_\_\_ Supervisor \_\_\_\_\_

Internship Site \_\_\_\_\_

Please rate the following:	<i>(mark appropriate number)</i>				
	Favorable				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.

