

**University of Oregon  
Department of Geography  
Geography Internship Syllabus**

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**Internship purpose:**

Internships provide an opportunity to apply knowledge and skills you've gained in the classroom to real-world situations with government, private industry, or non-profit organizations. This will allow you to develop skills that are not necessarily taught in the classroom, such as professionalism, interpersonal communication, and organizational skills. Primarily, however, an internship allows you to gain hand-on experiences, introduce you to potential work environments, and evaluate the opportunities open to you as a geographer. It also allows you to begin building a professional network that can continue to help you long after you graduate from college. The internship experience will help you structure both your future coursework, but also the direction of your professional goals.

**Learning outcomes:**

*Remember that since the internships is an academic course, credit is awarded for learning, not just working. The internship process outlined here is designed with the intent to enrich the learning experience of an internship. As such, at the end of their internship;*

- Students will be able to articulate objectives of the internship experience and use those to gain specific experiences.
- Students will gain self-confidence, self-understanding and interpersonal skills
- Student will develop work competencies for a specific occupation or profession
- Students will explore career options and gain general work experience
- Students will be able to clearly articulate how their internship experience contributes towards their overall career goals and pathways.

**Requirements:**

*Bold words indicate products to be turned in to receive your final grade.*

*Students and Faculty Supervisors should agree on a due date at the beginning of the internship, which should be indicated in the internship contract.*

1. Fulfill internship responsibilities as outlined by the **internship contract**.
2. Communicate with your faculty supervisor as indicated on your internship contract. Keep a record of email exchanges.
3. Complete **Time Sheet** <link> to record hours worked. This should be signed and turned in to the Faculty Supervisor at the midterm and conclusion of the internship.
4. A **Midterm Update**, or a two page reflection on the progress of your internship so far. This is due by the end of week 6 of the term. Be sure to address how you are, or are not, reaching your learning objectives. Address what you might need to do in order to complete them, or if they have changed as a result of your experiences.
5. Complete a **Final Report/ Paper/ Portfolio, etc.**, as defined by the internship contract. This should focus on the final product, but also reflect on the strengths, weaknesses of

the internship, how you met your goals of the internship, and how this experience has influenced your potential path as a geographer.

6. Along with your final project, submit an **Updated Resume** that indicates your internship experience, including your internship position and at least three detailed statements summarizing your responsibilities. For help in designing a resume, visit: <https://career.uoregon.edu/students/prepare/resumes>.
7. At the conclusion of the internship, you need to provide your Internship Supervisor with the **Evaluation Form** <link>. Ask him/ her to fill it out and return it to your faculty supervisor. Ideally, your Internship Supervisor will discuss this evaluation with you.
8. **Fifteen minute presentation** in GEOG 399 (Spring term) outlining your internship, the objectives you had for it, how those objectives were met (or not) and the general internship experience.

### **How to earn internship credit:**

In order to register for an internship, you must identify an internship site and supervisor and a faculty supervisor within the Department of Geography. You cannot use internship hours that you have already completed for credit. Follow these steps to get registered:

1. Think about the kind of internship you want, and what skills and experiences you would like to earn. There are many resources online, including through the Department of Geography website, where you can search for local, national and even international internships. You will need to make contact with the place you are interested in working with. Remember, many places do not have internship programs, but are often willing to work with a well-prepared student on developing a project that can fulfill the guidelines. See the website for more details. <http://geography.uoregon.edu/undergrad/internships/>
2. Connect with a potential supervisor to propose a project or see what kinds of projects they might have. You should also be in contact with a potential faculty supervisor to make sure that the potential project fulfills the requirements.
3. **Internship Contract:** Once you have a general agreement with both the Internship Supervisor and the Faculty Supervisor, you will need to complete an Internship Contract <link>. Make sure that all parties agree to and understand the requirements and expectations outlined in the contract.
  - a. This form will require the student to state learning objectives (see below) and to outline how they expect the internship to meet those objectives.
  - b. This form will also include expectations of a final product that will be part of the assessment of a grade by the faculty supervisor.
  - c. Students should also be aware that they will be required to give a 15 minute presentation in the GEOG 399 course (Spring term) about their internship.
4. **Registration form:** Once the registration form <link> has been signed, turn it in to the Geography Office (Condon 107). This will provide preauthorization for you to register for internship credits. *Remember: This form provides preauthorization, but it is the student's responsibility to complete the registration for credit on DuckWeb.*

### **Writing learning objectives for your internship contract:**

Writing learning objectives can seem daunting, as they are distinct from tasks you expect to complete. However, clearly articulated learning objectives can really assist you in getting the most from your internship and in articulating what you actually gained from your work. Keep in mind that once you begin the internship, these may change as a result of your experiences. Understanding what they are prior to beginning, however, will give you the foundation for creating new objectives if necessary.

Each learning objective should be specific, measurable and completable by the end of the internship. You can think of the learning objective as something you develop by performing tasks.

To write a learning objective, use the following guidelines:

- Make the objects as measurable as possible
- They should be realistic in the time-frame allotted for the internship
- They should be very specific as to the objective and how that object will be reached
- They should reflect something you want to understand at the end of the internship

Here are some examples of tasks (i.e. what not to do):

- I want to become a GIS Analyst
- I want to be a good enough intern that the company will hire me
- I want to gain further experience in interviewing
- I want to work on maps
- I want to network

Here are examples of learning objectives:

- I want to improve my skills with ArcGIS software by working on supervised projects which will allow me to apply principles of GIS analysis to specific, real-world questions.
- I want to attend weekly meetings with the GIS department staff in order to learn how to better network and establish professional contacts
- I want to learn how planners facilitate community meetings by attending preparation sessions and a public meeting over a proposed issue (be as specific as possible) in the area
- I want to develop competency in field data collection by accompanying my supervisor on trips to burn sites
- I want to gain leadership experience by organizing a volunteer tree-planting effort for the organization for which I am interning

### **Etiquette & ethics**

Please remember that as an intern you are representing the University of Oregon and the Department of Geography. Be clear, communicative, and professional with your employer and co-workers. Do not leave them wondering where you are, and do make every effort to be responsible for your tasks and assignments. Be observant and aware of the workplace culture, including dress, language and activities.

### **International internships**

Setting up internships in international settings can present unique challenges to the processes outlined above. Work closely with your faculty supervisor and the internship coordinator to prepare for any potential issues. Try to find as much about the potential projects you will be working on as you can, and you should communicate as much as possible with international contacts. The purpose is to be prepared and come out of the internship with a set of clearly defined experiences that you can draw up on in your future career.