

Internship Policy

1. Prior to starting the internship, the student must complete the Internship Information Form and submit to the Geoscience Department Internship Coordinator. Internships will not be approved until this information is received.
2. During the internship, the student will keep a weekly journal of tasks performed/work completed. The weekly entries must include a reflection that details the skills you learned and the knowledge you gained for that particular week.
3. Once the internship concludes, the student will
 - a. request a letter of evaluation from the internship site mentor/supervisor be sent to the Internship Coordinator. The letter should summarize the student's duties and performance.
 - b. prepare a portfolio summarizing the duties performed and the scientific and career skills learned during the internship. Additionally, the portfolio shall include examples of the products produced during the internship.
 - c. present as part of the regularly scheduled Earth Talks period. The presentation should adhere to the standards and format prescribed for Earth Talks presentations by the Geoscience Department.

Note: A student can choose to register for the internship in the semester in which the internship is completed or in the semester immediately following the completion of the internship. A letter grade for the internship will be assigned upon completion of items 1-3 above.

Internship Information Form

Instructions: Complete all the fields below and return to the Geoscience Department Internship Coordinator prior to the proposed start of the internship. All internships must be approved before you can register for credit.

Name:

Place of internship and title of position (if applicable):

Name and contact information (email and phone number) of mentor/supervisor at internship site:

Paid or unpaid (indicate which one applies. DO NOT provide salary information if it is paid):

Semester in which you want to enroll in Internship credits:

The following information **must** be obtained from the internship site mentor/supervisor or be detailed in an official position description. Your internship will not be approved without these details. Please attach either a copy of an email from the supervisor or an official description detailing the requested information:

- List of proposed duties
- Duration (start and end date) of internship
- Number of hours to be worked/week