

# **Internship Packet**

Internship Program  
Department of Geology and Geography  
The University of North Carolina at Pembroke

# Information for Students

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## **Academic Credit**

GLY 4010, Geology Internship, or GGY 4010, Internship in Geography carry three-four hours of academic credit each. No more than four hours of credit may be received for one internship experience, no matter how many clock hours are involved.

## **Requirements for Admission to Internship**

- \*Minimum of Junior standing (60 hours or more) or permission of the faculty internship coordinator
- \*Minimum of 2.0 overall GPA with 2.5 major GPA or permission of the faculty internship coordinator
- \*Completion of prerequisites (See catalog)
- \*Permission of faculty internship coordinator

## **Registration and Fees**

Student interns will complete normal registration procedures in order to obtain academic credit. An internship can be attempted during fall, spring, or summer session. Students must register for GLY/GGY 4010. They must pay all required university fees. An additional fee for insurance must also be paid. Additionally, all job-related expenses (housing, transportation, etc.) are the responsibility of the intern. Stipends and salaries may be given by the internship organization, but they are not the responsibility of the university, and they are not required to be given.

## **Securing your Internship**

You, as the intern, are responsible for securing your internship, and you should try to find your organization at least one month before your internship semester starts. Talk to the faculty internship coordinator several months before your internship semester if you need help finding an organization.

## **Application Procedure**

1. Once you have secured an organization, take the "Information for Intern Site Supervisors" (pages 4 & 5 of this Internship packet) and the form titled "Internship Request Form" (page 6) to your internship supervisor at the company or organization where you will perform your internship. Give the information to your supervisor, and have him or her complete and sign the form, writing your name on the line for "student requested". Bring it, fax it, or scan it back to the faculty internship coordinator.

Note: The faculty internship coordinator retains the right to approve or disapprove a proposed internship site.

2. Next, contact the faculty internship coordinator to arrange a time to complete the form titled "Internship Learning Contract". This contract may be completed in person or by phone and fax. Once you and the coordinator sign the Learning Contract, the coordinator will give you an override, which will allow you to register for the class.

Note: It is important to have the learning contract completed no later than the last day to add/drop a class online, or else the registrar's office may not allow you to enroll in the class. (Check the academic calendar at the registrar's web page for the drop/add deadline.)

**Requirements:**

1. Work at least 150 hours for the internship credit (GGY4010 - 200 hours for 4 credit hours).
2. Perform duties required by your internship site supervisor. Duties will exclude any janitorial services, but will expose the intern to all aspects of the organization's operations relevant to internship topic. The faculty internship coordinator may suggest tasks that would make the internship the most useful experience.
3. Create and submit any logs, journals, portfolios or other items as required by the faculty internship coordinator and as specified in the Learning Contract. Examples of such items may be:
  - A work log that includes daily hours, activities, assignments, responsibilities and learning opportunities
  - A final reflective essay
  - Samples of your work including maps and writing. If work samples are required, do not turn in samples on which you did not perform a significant portion of the work.
  - An Organizational Chart (a schematic drawing of the people and departments in the organization, showing the hierarchy of names and titles and positions). This chart should show where you belonged on the hierarchy.
4. Ensure that your supervisor evaluates you and submits the Weekly Hours Report for each week that you work.
5. Ensure that your supervisor submits the Intern Supervisor's Final Report at the end of your internship.
6. Notify the faculty internship coordinator immediately if problems develop so that they may be quickly resolved. Should your site supervisor find it necessary to terminate your internship for justifiable cause, such termination could result in a grade of "F" for the course and may preclude any further internship assignments for you.

## **Grades**

The midterm grade will be assigned by the faculty internship coordinator based upon:

- \* Weekly Hours Report Forms received from the site supervisor
- \* Midterm self-evaluation form. This form is designed to help you determine your strengths and weaknesses, and to allow the faculty coordinator to help you with any issues you may have, so use it honestly. This portion of your grade primarily depends on submitting the form by the midterm deadline stated in the Learning Contract.

The final grade will be assigned by the faculty internship coordinator and will be based upon:

- \* Weekly Hour Report Forms received from the site supervisor
- \* Final evaluation from the site supervisor
- \* Adherence to the Learning Contract and Learning Objectives
- \* Examples of work product submitted as required by the internship coordinator.
- \* Overall evaluation by the faculty internship coordinator.

# Information for Intern Site Supervisors

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## Why Have Internships?

Internships with government organizations, public sector companies, planning agencies, and organizations with related ties are a required part of training for GeoEnvironmental Studies majors at UNCP. Experiences under the supervision of experienced professionals in the real workplace are often an academic highlight for students. Many businesses find using interns to be valuable as well. Student interns bring enthusiasm and new ideas, as well as an eagerness to learn a variety of tasks. The two groups together make a winning combination.

## What Is Required of Businesses and Organizations?

We need businesses or organizations that will appoint one person to supervise the intern and expose the student to as many aspects of the organization's operations as practical that are applicable to the field. (Please do not ask students to perform secretarial or janitorial services).

We ask that organizations provide at least 150 hours of work experience for the intern. We ask that you as the supervisor of the intern be both a "boss" and a mentor. Students need encouragement when they are doing well and correction and advice when they are not. We expect the students to take correction well and to seek to continually improve and develop skills.

To that end, we ask you to evaluate the intern each week that the intern works, using our Internship Weekly Hours Report Form. Your intern will give you the form, and after you complete it, you may give it back to the intern, or you can fax it or email it to us. We also ask that you make us aware of problems as soon as they develop, so that we can help correct them if necessary. We want this to be a good experience for you as much as for the intern.

We also ask that you give a final written evaluation at the end of the internship, including a recommended final course grade, using our Supervisor's Final Report Form. Your intern will give you this form. This form will be used by the faculty internship coordinator, along with student assignments for the course, to help determine the final course grade.

We would also welcome from you any feedback on how we can improve student preparation for the workplace and/or improve the internship process. What additional communication skills, for example, would you like to see in a future intern?

## **What is Required of Student Interns?**

Student interns are required to work a minimum of 150 hours for their internship company. They are expected to be reliable, hard working and flexible. They may keep a log of all hours they work and the activities and responsibilities they handle and keep samples of the work they do. Interns also must write a paper or keep a journal, describing and evaluating their experience. Interns will be carrying a full academic load and have other responsibilities. Therefore, their internship hours must revolve around their academic schedule.

## **Financial Compensation**

Organizations that provide internships are not required to provide any financial assistance in the form of stipends, salary, or reimbursement for transportation, though they may wish to do so. Students pay tuition and an insurance fee for the experience and often have to give up other employment in order to intern. It is important for the organization and intern to agree on this matter in advance.

## **Application Procedure**

You may request an intern with or without a specific student in mind. Complete the **Internship Request Form** and mail it to: Internship Program, Department of Geology and Geography, UNC Pembroke, P.O. Box 1510, Pembroke, N.C. 28372. The faculty internship coordinator will try to find a student who would be a suitable intern for you.

If you already know a student you would like as your intern, you may give the request form to the student who can take it to the faculty internship coordinator for approval.

After the request form is approved, the student and the faculty internship coordinator will complete a Learning Contract, which will allow the student to enroll in the internship class, and the internship may begin.

If you have any questions at any time during the internship, you may call the Department of Geology and Geography at 910-775-4024 and ask to speak to the internship coordinator.

# Internship Request Form

Internship Program  
Department of Geology and Geography  
The University of North Carolina at Pembroke

In cooperation with the Department of Geology and Geography at UNCP, in order to help train students as professionals in the work place, the following request for an intern is made.

Organization Name: \_\_\_\_\_

Location: \_\_\_\_\_

Proposed Semester of Internship \_\_\_\_\_

Proposed Duties for Intern: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Intern Supervisor: \_\_\_\_\_

Supervisor Phone Number: \_\_\_\_\_ Fax Number \_\_\_\_\_

Supervisor E-mail: \_\_\_\_\_

Name of Student Requested (optional): \_\_\_\_\_

Student Email and Phone \_\_\_\_\_

We hereby acknowledge that we are willing to participate in the internship program with the UNCP Department of Geology and Geography.

\_\_\_\_\_  
Supervisor's Printed Name Date

\_\_\_\_\_  
Supervisor's Signature Date

The UNCP Department of Geology and Geography appreciates the cooperation of businesses and organizations and will make every effort to fill this request. Thank you for your willingness to help us train future professional communicators.

# Internship Learning Contract

Student \_\_\_\_\_ Phone \_\_\_\_\_

Class:  Soph.  Jr.  Sr. Major(s) \_\_\_\_\_ Minor(s) \_\_\_\_\_

Semester for credit \_\_\_\_\_ Actual work start and end dates \_\_\_\_\_

Average # hours per week \_\_\_\_\_ Total # hours \_\_\_\_\_ Compensation/Wages \_\_\_\_\_

Site \_\_\_\_\_ Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

LEARNING OBJECTIVES	DUTIES

**Final Obligations for Grade**

Except where confidentiality agreements are in effect, the student is required to submit any items checked below:

- Organizational Chart (due \_\_\_\_\_)
- Mid-Term Self Evaluation (due \_\_\_\_\_)
- Supervisor Evaluation (due \_\_\_\_\_)
- Log/Journal (due \_\_\_\_\_)
- Portfolio (due \_\_\_\_\_)
- Samples (due \_\_\_\_\_)
- Reflective Essay (due \_\_\_\_\_)
- Other Activities explain) \_\_\_\_\_

An **Organizational Chart** shows how departments and/or employees relate to each other and fit into the system. This may take the form of a “tree” or “flow” chart and should include where the intern fits if possible.

A **Portfolio** may be required of those interns who will be creating media content.

The **Journal** is a log of daily or weekly entries (depending on the internship) that describe activities, work environment, technology, and assessments, including a recommendation (or not) of the site for future students.

The **Supervisor Evaluation** form should be completed at the close of the internship by the staff member with the most knowledge, or most immediate supervision, of the intern. A letter may also be attached.

A **Mid-Term Self-Evaluation** form may be required for the student to reflect on his/her job performance.

The **Reflective Essay** is a discussion of the internship experience and a reflection of your intellectual and personal growth as a result of the experience.

**Other Activities** may include presentations or group discussions with other students enrolled in the internship, arranged by the internship coordinator.

Student agrees by signature: \_\_\_\_\_ Date \_\_\_\_\_

Faculty Internship Coordinator: \_\_\_\_\_ Date \_\_\_\_\_



# Weekly Hours Report Form

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Intern Supervisors should complete this form each week that work is performed. Supervisors may give this form to the student to return to the Department of Geology and Geography, or they may send it electronically to the Faculty Internship Coordinator or fax it to 910-522-6606.

Intern: \_\_\_\_\_

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

Week Ending: \_\_\_\_\_

Total Internship Hours Worked During the Week \_\_\_\_\_

The student's work this week has been satisfactory\_\_\_\_ or unsatisfactory\_\_\_\_\_.

Supervisor's comments: (Please give any comments that would be helpful on the intern's performance, attitude, ability and professionalism. If the week's work has been unsatisfactory, please tell why).

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\_\_\_\_\_  
Supervisor's Printed Name

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

# Intern Supervisor's Final Report

Internship Program  
Department of Geology and Geography  
University of North Carolina at Pembroke  
P.O. Box 1510 Old Main Building  
Pembroke, NC 28372-1510

Intern's Name: \_\_\_\_\_

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

Please rate (with a check mark) student's performance on each item below:

	Superior	Good	Adequate	Unsatisfactory
Punctuality:	_____	_____	_____	_____
Quantity of work:	_____	_____	_____	_____
Quality of work:	_____	_____	_____	_____
Completion of Tasks:	_____	_____	_____	_____
Work Attitude:	_____	_____	_____	_____
Willingness to Learn:	_____	_____	_____	_____
Dependability:	_____	_____	_____	_____
Cooperation with Others:	_____	_____	_____	_____

Other comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommended Final Grade (circle): A A- B+ B B- C+ C C- D+ D D- F

\_\_\_\_\_  
Supervisor Printed Name

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

# Student Midterm Self Evaluation

(Page 1 of 2)

Student \_\_\_\_\_ Job Title \_\_\_\_\_

Starting Date \_\_\_\_\_ Date of Evaluation \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Title \_\_\_\_\_

Company/Agency \_\_\_\_\_ Department \_\_\_\_\_

This evaluation is designed primarily to review your job performance and related internship issues. Evaluate your performance by checking the appropriate block after each item. For any items with a rating of "1" or "2", please explain in the space provided. Place "N/A" in comment box if there has been no opportunity to perform the skill, or if it is not relevant.

I. RELATIONS WITH OTHER	Unsatisfactory		Satisfactory		Excellent		Comments
	NA	1	2	3	4	5	
Ability to communicate with staff							
Ability to communicate with clients							
Ability to work with and for others							

II. SUPERVISION							
Ability to seek and use help							
Openness to constructive criticism							
Ability to work independently							

III. PERSONAL QUALITIES							
Decision making							
Trust and confidentiality							
Initiative							
Creativity							
Dependability							
Punctuality							
Personal appearance							
Ability and willingness to learn							
Adaptability							
Adherence to company rules/norms							

IV. SKILLS							
Verbal communication							
Written communication							
Problem analysis and solving (Suggesting solutions)							
Applications of theory							
Organizing assignments							
Making and meeting deadlines							
Understanding organization's structure							
Contributing to organization's goals (Expressing Ideas)							

# Student Midterm Self Evaluation

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## V. JOB PERFORMANCE:

List 3 to 5 primary tasks you are performing. Using a scale of 1 – 5, Rate your performance of each.

Unsatisfactory: 1 or 2

Satisfactory: 3 or 4

Excellent: 5

TASK

RATING

COMMENTS

1.

2.

3.

4.

5.

Overall Contribution to organization \_\_\_\_\_

A. In what areas have you enhanced your skills, knowledge, personal and/or professional performance?

B. In what way can you work toward improvement of performance, knowledge, and/or skill development?

C. Are you applying classroom knowledge to your internship? Explain.

D. Do you feel the need for assistance from the Director of Internships or your Faculty Advisor at this time?

Yes- Please explain.

No

(Attach additional sheet for further comments if needed)

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