

## Geog 688: Geographic Internship (2-6 units)

**Prerequisites:** Minimum of 15 units in Geography or Environmental Science and consent of instructor. In general, internships are most appropriate for students who have achieved Senior standing.

**Course content:** Practical assignments with sponsoring agencies or organizations. May be repeated to a maximum of 6 units. (Note: These units are not applicable toward M.A. degree requirements.)

### To arrange an internship:

- You may pursue internship leads from the university's resources (see opportunities at <https://www.sfstateulink.org>) or you may cultivate an internship opportunity yourself, with faculty instructor guidance. The organization must be registered with the Institute for Civic & Community Engagement. To see a list of opportunities that have been approved, see the OUR PARTNERS link at <https://www.sfstateulink.org>. Note that approval of new partnerships can take months to complete, but ICCE can work with faculty to add these to the partner list.
- You must have had previous coursework with this faculty member and they must be willing to serve as instructor for your internship.
- The purpose of an internship is to demonstrate/develop competencies in applied aspects of geography or environmental science. To be approved for course credit, your prospective internship must involve a geographic or environmental science technique or application.

### To determine units/work schedule:

- You must be able to devote enough time to an internship to make it worth the sponsoring organization's time. A two-unit internship (the minimum allowed) requires six (6) hours per week throughout the semester (15 weeks.) Each additional unit of course credit requires three additional hours of work per week: e.g. a 6-unit internship requires 18 hours/week.
- Internship units are added to regular course load. SFSU requires students to petition for permission to exceed 19 units in a semester. In most cases, exceeding a standard course load is not advisable.

### Course requirements and evaluation:

- Develop a written job description with the site supervisor and use this to complete the *Learning Plan* form (available at <https://geog.sfsu.edu/content/documents-and-links-geog-faculty-staff>) with your instructor. The learning plan should detail your internship activities, responsibilities and work schedule, as well as a schedule of meeting times with the instructor (e.g. at 5-week intervals), and an agreement on how your work will be evaluated for the course.
- Also complete the *Student Informed Consent* form available on that web page.
- Add the course with an add code provided by your faculty instructor, during the add period for the semester.
- Bring a written self-assessment of your internship involvement to your faculty instructor at the last scheduled meeting. Include examples of your work and attach a letter of reference from your internship supervisor. These materials will form the basis for your course grade.