

# GEOG 595: Internship in Geography

Fall 2020

Internship Coordinator: Prof. Caroline Nagel

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## 1. Course overview

This is an internship course available to Geography majors and non-majors in each semester, including summer terms. Students serve as interns (paid or unpaid) in government agencies, private-sector businesses, or non-profit organizations. A special effort is made to assign each intern to a position compatible with his/her interests, abilities, and career aspirations. Internship activities and experiential learning are supervised jointly by sponsors and the department internship coordinator.

Students may enroll in GEOG 595 for 1-6 credits. Geography majors can use this course to fulfill up to 3 hours of Geography Elective credit, but not the 500-level course requirement. Master's students may include up to 3 credits toward their degree program of study. The course fulfills the *Professional and Civic Engagement* requirement for USC's Graduation with Leadership Distinction.

**Prerequisites:** Contract Form approved by departmental internship coordinator.

## 2. Learning outcomes

This course aims to prepare students for the workplace. Through semester-long internship activities, students will:

- Gain hands-on work experience with a participating community partner;
- Transform their classroom-based academic learning to applied learning directed toward real-world problems and community needs;
- Acquire and develop marketable job skills;
- Enhance their career development by exploring up-to-date career options and employment opportunities.

## 3. Reading assignments

There are no set readings for this course. Reading assignments may be recommended or required by the supervisor to improve the intern's understanding of issues relating to the internship. Students may also be asked by the supervisor or the department internship coordinator to search for and select appropriate literature relating to the internship.

#### 4. Course requirements

Working under the supervision of agency personnel, interns are required to complete 50 hours of work per credit hour earned (for students taking GEOG 595 for 3 credits, this will entail approximately 10 hours/week during the fall or spring semester). When the internship is complete, the supervisor in the hosting agency will provide a final assessment of the intern's performance through an Intern Evaluation Form.

Aside from internship duties, students are required to submit two reports:

- 1) **Mid-semester progress report:** The report should be 3-4 double-spaced pages total (6-7 pages for graduate students) and include:
  - Background and goal/learning objectives of the internship;
  - A description of actual duties and the amount of time devoted; new knowledge being acquired and skills being developed and applied; progress and challenges being experienced;
  - A description of the Career Readiness Competencies being gained. Review the [checklist of the New College Graduate competencies](#) defined by the National Association of Colleges and Employers (NACE).

After receiving the mid-semester report, the coordinator will contact the intern and supervisor to discuss the progress report and to suggest remedies for any problems or challenges that might arise in the course of the discussion.

- 2) **End-of-semester final report (poster):** A poster-style report is required to present the semester-long internship activities. Examples of final posters can be found on the Department of Geography's internship webpage: [https://sc.edu/study/colleges\\_schools/artsandsciences/geography/documents/geog595\\_final\\_reports\\_2020.pdf](https://sc.edu/study/colleges_schools/artsandsciences/geography/documents/geog595_final_reports_2020.pdf). At the end of the semester, the internship coordinator will ensure that the supervisor has completed the final evaluation form.

#### 5. Course evaluation and grading

To reiterate, students wishing to use GEOG 595 for degree credit must enroll for a grade. Final grades will be based on the following modes of assessment:

- Mid-semester progress report = 20% (non-rubric);
- End-of-semester poster = 40% (non-rubric);
- End-of-semester evaluation provided by the community partner (score to be determined through consultation between internship program coordinator and internship supervisor) = 40% (rubric).

The grading scale is as follows:

90-100= A; 87-89=B+; 80-86=B; 77-79=C+; 70-76=C; 67-69=D+; 60-66=D; 59 and below=F

## 6. Course management

**Blackboard:** Blackboard will be used to post important information for internship students. Students can access Blackboard at the following URL: <https://blackboard.sc.edu>. The Blackboard Help Desk can be reached at 777-1800.

**Communication:** The internship coordinator can be reached via email (see details above). All email communications with the coordinator and with internship agency personnel should be composed in a professional manner, using proper grammar and formal sentence structure (not texting language).

**Disabilities:** The Department of Geography is committed to working with internship partners to make internships accessible to students with disabilities. If you have a disability that may require special accommodations, please contact the internship coordinator (Dr. Nagel along with the Office of Student Disability Services: 777-6142, TDD 777-6744, or email [sasds@mailbox.sc.edu](mailto:sasds@mailbox.sc.edu)), to discuss internship options. All accommodations must be approved through the Office of Student Disability Services.

**Academic Responsibility:** Students who engage in unprofessional or unethical behavior, who commit acts of dishonesty in the workplace, and who do not fulfill contractual obligations to the hosting agency may be terminated from the internship. This may result in a Fail for the course. Students are expected to practice the highest possible standards of academic integrity in their written work. Any deviation from this expectation will result in a minimum academic penalty of failing the written assignment and may result in additional disciplinary measures. Students are encouraged always to conduct themselves in accordance with the Carolina Creed: (<http://www.sa.sc.edu/creed>)