

# **Geography G463: Internship in Geography**

Brian Johnson  
bejohns@indiana.edu

## **Course Expectations**

The student will dedicate a minimum of 10 hours per week to their internship over a 14-week period. The student will:

1. Type a weekly journal of his/her activities, tasks, contributions, hurdles/barriers, interactions with supervisors, senior staff and/or peers, thoughts on the effectiveness of the project and its planning and/or implementation.
2. Type a 1000-1500 word reflection piece on the totality of the experience: strengths, weaknesses, lessons learned, how things might have gone better, decisions that might have promoted greater efficiency or effectiveness, lines of communication, sense of value/worth, extent of positive/negative reinforcement, broader lessons on the world of work and connections to the intern's studies in geography.
3. Secure a letter from the on-site direct supervisor in which the supervisor attests to the intern's regular attendance, nature of work completed and quality of contribution to the project(s). The supervisor will sign, seal, and mail this confidential letter directly to my office.

## **Grading**

The student must turn in all of the above materials to me no later than the first day of finals week in the semester in which credit will be awarded. Materials turned in after this date may cause credit to be awarded for a later semester.

## **Communications**

I reserve the right to send official communications to students by email with the full expectation that students will receive e-mail and read these e-mails in a timely fashion. Class communications will be sent to students' official college email addresses. Students are expected to check their e-mail on a frequent and consistent basis in order to stay current with class-related communications.

Students who choose to have their email forwarded from their official college email address to another address do so at their own risk. The college is not responsible for any difficulties that may occur in the proper or timely transmission or access to email forwarded to any other address, and any such problems will not absolve students of their responsibility to know and comply with the content of official communications sent to their official college email addresses.