GEO 400.001 Geography Internship
Anthropology, Geography and Sociology Department
Fall 2018

Darrel L. McDonald, Ph.D.
Office:  Liberal Arts North 350
Telephone: (936) 468-2330; 468-4405
Email:  dmcdonald@sfasu.edu

Class Meeting Time
TBA

Office Hours
MF 9:00 – 10:00 pm – TR 3:30 – 4:30 pm
R 9:00 – 10:00 am
or by Appointment

Geography Internships are designed to all students to work with agencies or programs that enhance their experiences, develop network connections and gain work opportunities to add to their portfolios. Geography Internships require 150 contact hours to gain three (3) credit hours that can be applied to a Geography major or as an advanced elective.

Students are encouraged to seek out potential employers that will sponsor a student for a semester. Internships can be a paid experience depending upon the supervising agency. Students need to begin the process of setting up an internship 4-6 weeks before the semester that the internship is established. Academic credit can only be gained once the student has registered for Geo 400.001 in the semester the student carries out the internship. A summary report and an Excel spreadsheet documenting the experience and hours is required to complete the course beside the 150 contact hours. This is a pass/fail course.
Anthropology, Geography and Sociology

Internship Program
GEO 400.001

Internship Program Coordinator
Darrel McDonald, Ph.D., GISP, CPM
Vera Dugas Liberal Arts Building
Room 341
Phone: 936-468-2330
dmcdonald@sfasu.edu

Description of Course:

This is a three to six semester hour course with 10 to 20 required hours of field instruction per week. Prerequisites for this course include GEO 130 and GEO 131 or student is a Geography major. Instructor’s permission is required.

The internship placement is at ________________.

Summary of student duties here

Purpose/Objectives of the internship program are to:

1. Provide the student an opportunity to evaluate her/his chosen field of study in relation to Social Science-related occupations
2. Provide opportunities to practice and develop skills in the student’s area of career interest
3. Provide the student direct acquaintance with realities addressed by concepts, models, and theories learned in the classroom
4. Stimulate the student’s interest and commitment in her/his chosen field
5. Develop a “work-based” reference for future full-time employment or graduate school
Work Schedule and Minimum Clock Hours to Receive Credit:

Each internship experience represents a unique learning opportunity. Consequently, the provision of quality experiential learning activities is emphasized in the semester-long internship. A minimum number of hours based on a 6 or 3 hour internship are expected to fulfill basic requirements for academic credit. It should be emphasized that a student may exceed the minimum hours in order to meet the objectives of his/her internship, and the specific needs of the internship agency. The grade for the Internship in the Department of Social and Cultural Course Evaluation is determined on a “Pass-Fail” basis.

Minimum number of hours: 1 credit hour with 50 contact hours

**Three (3) semester hours of credits = 150 clock hours**

*Typical work schedule of 10 hours per week for 15 weeks*

**Six (6) semester hours of credits = 300 clock hours**

*Typical work schedule of 20 hours per week for 15 weeks*

Student Intern Requirements:

1. Meet academic prerequisite
2. Cooperate with and support the agency and its personnel
3. Adhere to agency policies
4. Meet professional expectations related to work assignment(s)
5. Develop internship objectives for work assignment(s) and keep journal for duration of internship
6. Provide your own transportation to and from the agency; travel time is not included as part of internship required hours
7. Be prompt for agency assignments and work.
8. Obtain agency approval (and Internship Coordinator’s approval, if appropriate) for any alteration of work schedule (e.g., illness, etc.)

9. Remind field supervisor \textit{one month prior to the semester-end} of the date of expected completion and termination of work.

\textbf{Course Calendar}

Appropriate paperwork filed two weeks before the start of the semester in which internship will be carried out.

Written essay and spreadsheet documenting contact hours to be submitted by the end of Dead Week of the semester

Communication with Internship Coordinator periodically throughout the semester.
## PROGRAM LEARNING OBJECTIVES

<table>
<thead>
<tr>
<th>PLOs</th>
<th>Supported Program Objective</th>
<th>Skill Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLO1</td>
<td>The student will be able to prepare written and verbal presentations presenting geographical research using the analyses and synthesis of appropriate documents and primary data.</td>
<td>All Levels</td>
</tr>
<tr>
<td>PLO2</td>
<td>The student will possess geographic literacy as evidenced by the identification of the major concepts involved with human spatial and ecological relationships.</td>
<td>All Levels</td>
</tr>
<tr>
<td>PLO3</td>
<td>The student will be able to apply geographical knowledge and skills to a variety of settings.</td>
<td>All Levels</td>
</tr>
<tr>
<td>PLO4</td>
<td>The student will recognize the implicit assumptions behind claims of knowledge about the spatial world, will be able to evaluate and distinguish between strong and weak arguments, and will be able to draw conclusions from a set of premises.</td>
<td>Intermediate and Advanced</td>
</tr>
</tbody>
</table>

## STUDENT LEARNING OUTCOMES

<table>
<thead>
<tr>
<th>SLOs</th>
<th>Supported Course Objective</th>
<th>Skill Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLO1</td>
<td>Demonstrate professional behavior at the work site</td>
<td>Intermediate, Advanced</td>
</tr>
<tr>
<td>SLO2</td>
<td>Preform assigned tasks as assigned</td>
<td>Intermediate</td>
</tr>
<tr>
<td>SLO3</td>
<td>Document activities during internship that will be important in career objectives</td>
<td>Intermediate</td>
</tr>
<tr>
<td>SLO4</td>
<td>Be able to generate a reflection paper describing Internship experience</td>
<td>Intermediate</td>
</tr>
</tbody>
</table>
Geo 400 Geography Internship
Fall 2018

Class Room Protocol

Attendance

Attendance and class participation are expected throughout the semester. Exams are to be taken during scheduled times. Make-up exam will be given only to students with valid university excuses (See: http://www.sfasu.edu/policies/class-attendance-and-excused-absence-6.7.pdf).

Students who do not attend class regularly or who perform poorly on class projects or exams may be referred to the Early Alert Program. This program provides students with recommendations for resources or other assistance available at SFASU to help students succeed.

Add/Drop policy and Withhold policy

This class will adhere to university calendar schedules for adding and dropping a course (See: http://www.sfasu.edu/policies/course-add-drop-6.10.pdf). A withhold grade will be only assigned upon consultation and agreement between the faculty member and student prior to the last week of the semester before finals. The decision will be based on situations which fit within university policy (See: http://www.sfasu.edu/policies/course-grades.pdf).

Academic Integrity

It is the instructor’s expectation that academic dishonesty will not be a problem in this class. SFASU does, however, have an Academic Integrity policy. You may read the policy at http://www.sfasu.edu/upp/pap/academic_affairs/CHEATING_AND_PLAGIARISM.html. Based on university policy cited above, plagiarism and cheating will not be tolerated.

Students with Disabilities

To obtain disability related accommodations and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (DS), Human Services Building, Room 325 as early as possible in the semester. The office telephone is (468-3004). Once verified, DS will notify the course instructor and outline the accommodation and/or auxiliary aide to be provided.

Be aware that students also must contact the faculty member for the class to discuss and agree on services. For details see: http://www.sfasu.edu/disabilityservices/.
Acceptable Student Behavior

Student classroom behavior should not interfere with the instructor’s ability to conduct class or the ability of other students to learn from the instructional program utilized in the classroom. See Student Conduct Code, policy D-34.1 for details.

Students who disrupt the learning environment maybe asked to leave class and maybe subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over determining what behavior is appropriate or not appropriate in the classroom. More details can be found at: http://www.sfasu.edu/policies/student-conduct-of-conduct-10.4.pdf.

The use of electronic devices to conduct class-related tasks is appropriate. Do not use electronic devices for non-academic purposes during the class period.

Seats are for sitting and not to be used as foot rests.

PLEASE DO NOT LEAVE BEHIND ANY TRACE OF FOOD OR DRINK BROUGHT INTO THE CLASSROOM OR LABORATORY.