Guidelines for GEOG 510, Internship

The purpose of the Internship is to provide a term by term applied learning experience for graduate students. The student is expected to utilize knowledge and skills acquired in the classroom, and to learn new techniques and applications while providing useful products for the host employer.

The student should develop a clear conceptual view of specific intern opportunities and responsibilities, and establish a work plan and schedule with the host employer. Clear project objectives and work tasks should be explicitly established. Where additional training may be required, the student should expect assistance and supervision from the host employer so that both parties might benefit from the resulting enhanced productivity of the student.

An internship proposal should provide the student, academic advisor, and employer an overall view of the purpose and objectives of the work program. The proposal should be developed cooperatively by the student and the employer, with a view to establishing realistic educational and production goals in the time available to the student. The student should be cognizant of the time requirements of such a program, and that employers often request substantial blocks of time to maintain work continuity. The basic requirements of a proposal include the following:

* Student's name, address, and phone number / email
* Employer or Supervisor's name, address and phone number / email
* Facility name
* Begin date of internship experience
* End date of internship experience
* Number of university credits scheduled (1 credit = 3 hours working time)
* Number of hours per week on work schedule
* Student's learning objectives
* Employer's production objectives

At the end of the internship, students must submit to their faculty liaison and the internship employer, a 2-3 page written report of activities and accomplishments. This report should describe the work experience, an overall reaction to this work, what the College of Earth, Ocean, and Atmospheric Sciences might do to help students better prepare for internships, and what additional steps the student will take to improve his or her skills. The report will be presented to the faculty liaison for the internship program.

For more information: <http://ceoas.oregonstate.edu/internships/graduate/>

Template

**Proposal for Internship GEOG 510 [Fall/Winter/Spring/Summer] Term [Year]**

**Student**: Name

Address

Phone number

Email

**Employer:**  Name

 Address

 Phone number

 Email

**Internship Facility:**

**Begin date of internship:**

**End date of internship:**

**University credits scheduled:** [**no more than 6 credits of internship may be applied]**

**Hours per week scheduled:**

**Student's learning objectives:**

 My goals for this internship are to ….

**Employer's production objectives**