Geography Department

Marshall University

**Internship Guidelines**

An internship can be a significant part of your education and career preparation in the Geography Department. Internships allow you to apply what you have learned in your courses to real world business or government situations. Many of our students transition to full-time jobs with their internship agency or get their first “geography” job based on their internship experience. Some internships are paid, some are unpaid, but all are valuable experience. Undergraduates can receive 3 hours credit for internships as course GEO490. Graduate students can receive up to 6 hours credit for internships as course GEO690. A graduate internship with a single agency/business performing the same or similar duties can only count for 3 hours credit. A second internship with a second agency/business or with significantly new duties may count for an additional 3 hours credit.

Before you register for GEO490 Internship (undergraduates) or GEO690 Internship (graduates), you must:

* Find an appropriate business or government agency which will accept you as an intern. There must be someone in supervisory capacity at the business or agency willing to sponsor your internship. If you don’t know an appropriate business or agency, ask a Geography faculty member. There are many opportunities in West Virginia, Kentucky, and Ohio (and beyond).
* Find an appropriate Geography faculty member to oversee your internship and sign the registration form for the Marshall University Registrar.
* Ask your supervisor at the business or government agency to call or email your faculty internship advisor to work out the ground rules for your internship. Contact information for all Geography faculty members is available at <http://www.marshall.edu/geography>.

Here is what you should expect during your internship:

* Internships generally count for three credit hours. A three-credit college course consists of about 10 hours of class/homework per week during a regular semester of 15 weeks. You should expect to spend 10 hours per week for 15 weeks working with your business or government supervisor. Your supervisor may change the hours per week and the number of weeks, but the total hours worked should stay around 150 for 3 hours of college credit.
* Halfway through the internship (after 75 hours), you must write a two-page report of your internship experience to that point. Page one of the report is a narrative of your internship and should include the date, your work hours, a summary of your duties, and other things you feel are relevant. Page two must include contact information (email and phone) for yourself, your business or government supervisor, and your faculty internship advisor. Sign page two. Ask your business or government supervisor to read, make comments as necessary, and sign page two. Submit the report to your faculty internship advisor.
* At the conclusion of the internship (after 150 hours), you must write a final two-page report of your internship experience signed by yourself and your supervisor.