

Department of Geography, Ohio State University
Geog/Atmoss 5191 Internship Syllabus, Autumn 2015

- A. Who can enroll in an internship, and for how many credits? How is an internship graded?
1. Interns enroll for college credit in Geog/Atmoss 5191; three hours per week as an intern is equivalent to one hour of credit (i.e. for a 5-credit internship, you have to work 15 hours a week or more). This assumes you are working for 15-16 weeks. Different arrangements can be made for internships that are shorter or longer than this.
 2. Students must have 20 hours toward their major specialization before they can intern
 3. Students can earn up to 10 hours of internship credit, but no more than 5 hours in a given internship
 4. Grades are based on the reports submitted by the supervisor and completion and quality of the student assignments. The grade will be a Satisfactory or Unsatisfactory; there will be no letter grades.
- B. **The student intern has three assignments** in addition to the internship itself:
1. **Submit a filled out Internship Description form** (available in Carmen)
 2. **Keep a journal in which you describe the work you are performing.** This should be updated weekly or more frequently, with at least a few sentences per week. Feel free to use the questions on the final experience evaluation as prompts for your reflections in the journal.
 3. **Complete the Internship Experience Evaluation form** (available in Carmen). Your comments should be substantial and draw connections between your internship experience and your prior and ongoing academic/classroom experience.
- Item 1** (the Internship Description form) **is due at the beginning of the term, generally by the end of the first full week of classes. Items 2 and 3** (the journal and report) **are due by the last day of regularly scheduled classes. Please turn everything in to the internship coordinator** (hardcopy or to the dropbox in Carmen).
- C. The organization where the student is interning is required to complete a final performance evaluation for the Department of Geography. This can be sent by regular mail, e-mail or fax to the internship coordinator.
- D. The current internship coordinator is **Professor Ola Ahlqvist**. Office address: 1049B Derby Hall, 154 N Oval Mall, Columbus, OH 43210-1361; Email: ahlqvist.1@osu.edu; Office phone: 614-247-7997; Cell: 614-315-1470; Fax: 614 292-6213