



The City University of New York

*Department of Geography*

*695 Park Ave.*

*New York, NY 10065*

*Phone (212) 772-5322*

*Fax (212)772-5268*

Dear Internship Supervisor:

Thank you for agreeing to supervise the internship of a Hunter College Geography student. I hope that this arrangement will benefit both your organization and our student.

Student interns are expected to be productive members of the host organization, assigned meaningful duties, and given responsibilities commensurate with their level of experience. Please fill out and return to me the Internship Data Sheet which profiles your organization and describes the intern's duties. For your convenience, a pre-printed description may be attached to the form.

The attached packet also includes a Policy Sheet and evaluation forms. Interns are to be evaluated twice during a semester, once in the middle of the term and again at the end of their appointment. We use these to determine whether or not the student receives credit for the internship. Please return the Mid-Semester Report and Final Evaluation report to me in a timely manner.

The department appreciates the time and effort you will spend with the student and look forward to a continuing relationship with your organization.

Very truly yours,

Undergraduate Geography Adviser



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**TO ALL INTERNSHIP PARTICIPANTS:**

In order to insure that the department has accurate information concerning your internship for this semester, **PLEASE COMPLETE AND SIGN THIS INTERNSHIP SCHEDULE CONFIRMATION FORM** and return it (in person, by mail, or fax) to the Department of Geography office.

**INTERNSHIP SCHEDULE CONFIRMATION FORM**

Your name: \_\_\_\_\_

Your address: \_\_\_\_\_  
Street address/apartment City State Zip

Your phone: \_\_\_\_\_

Host organization: \_\_\_\_\_

Host supervisor (name & title): \_\_\_\_\_

Host organization address: \_\_\_\_\_  
Street address City State Zip

Starting date: \_\_\_\_\_ Ending date: \_\_\_\_\_

Your major: \_\_\_\_\_ Anticipate date of graduation: \_\_\_\_\_

Number of internship credits \_\_\_\_\_ through the Department of Geography.

Undergraduate Geography Adviser's signature: \_\_\_\_\_

Although most internship placements turn out to be very satisfactory, we want to stress that if you are having problems of any kind, before the internship begins, or while it is in progress, please come and let us know!!! It is much better to mention problems to us then to go through a whole semester unhappily. Often what may seem an impossible situation to you can be solved by discussions between you and your internship supervisor, or in extreme cases, with intervention from our office.

As a participant in this semester's program, I understand that it is my responsibility to notify the Undergraduate Geography Adviser of any changes to the information provided.

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

Your email address: \_\_\_\_\_

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## INTERNSHIP POLICY SHEET

### **ABSENCES:**

1. Personal illness, national holidays and Hunter College holiday constitute legitimate reasons for students missing a regularly scheduled “day” at the internship.
2. In each case, however, the host institution has the right to require that the hours be made up at another time.
3. Interns should be sure that the host organization is made aware **in advance** of impending absences.

### **PROBLEMS:**

1. Problems arising between student and host organization should be aired between those two parties as soon as possible.
2. The Undergraduate Geography Adviser can be consulted at any time and should be brought in on the matter by one party or another.

### **DROPPING OF AN INTERNSHIP:**

1. Only when a serious problem arises and all avenues of resolving it have been explored should a student decide to withdraw from the internship.
2. The student should inform the host institution verbally and in writing of the need to drop the internship. One week’s forewarning seems reasonable.
3. A copy of the letter is to be sent by the student to the Undergraduate Geography adviser where it will be put on file.
4. These two notification, to the host organization and the Department of Geography office, are the student’s responsibility and are important in not jeopardizing the Department’s relationship with the host.
5. If, after accepting the intern, the host organization realizes that circumstances have altered to such an extent that the student’s presence may not be needed or that the student will not be able to undertake the responsibilities outlined in the interview, the host organization should make this known immediately both to the student and to the Department. The student can then fairly decide whether to continue with the internship or to seek a new assignment with the help of the Department.

### **CHANGES IN HOURS/CREDITS:**

1. Students and host organizations should try to ascertain at the initial interview what a realistic and workable number of hours is.
2. Changes are difficult and time-consuming to make once the semester is underway: early notification of change (within the first two weeks of the semester) is mandatory.

### **CREDIT AND PAYMENT:**

1. Credits are in lieu of remuneration; thus, salaried employment cannot also be used as an internship except in exception cases requiring special permission.
2. As an internship is in lieu of a classroom course, a student pays on a per credit basis for internships as for any other course.

**PAPERS:**

1. All participating students are required to write an analysis and evaluation paper, which is to be submitted by the final day of classes for any given semester. Students will receive guidelines for the paper at least one month in advance of the date it is due.
2. Midway into the fall and spring semesters, each student's immediate supervisor must fill out a progress report. This form is included in this packet.
3. A final letter giving a detailed evaluation of the student's work is required of each host organization one week before the end of the internship (the end of semester classes). This form is also included in this packet.
4. With appropriate permission, applying students are permitted to look through the paper of a previous intern in order to get an idea of what the internship experience is like at a particular place.

**HOURS/CREDITS RATION: fall and spring semesters**

<b>CREDITS</b>	<b>HRS PER WEEK</b>	<b>WEEKS</b>	<b>RANGE OF TOTAL HOURS</b>
3	8-10	15	120-150
6	16-20	15	210-300
9	24-30	15	360-450
12	32-40	15	480-600

1. As a general rule, no student can earn more than nine (9) internship credits during a given semester. While it is possible to earn 12, this must be reviewed and agreed to by the sponsoring department, the host organization, the Curriculum Committee and the Undergraduate Geography adviser.
2. During the exceptionally short summer term, an intern must put in the same **TOTAL** number of hours that she/he would during the other two 15-week semesters. These may be compressed within the confines of the six week term or spread out over as much of the summer as is agreeable to both student and host. Thus, the "hours per week" category becomes highly flexible and is worked out on an individual basis.
3. Students electing to extend their internship beyond the end of the term must be aware that this will necessitate their getting a temporary **IN** (incomplete) grade. Students concerned with receiving Honors or needed to complete records for graduate school purposes should think about this in setting up their schedules. The **IN** will be changed immediately upon receipt of the student paper and the host evaluation letter.



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## **GEOGRAPHY PROGRAM INTERNSHIP DATA SHEET**

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

Note: a pre-printed description of your program may be attached to this sheet.

Brief description of unit/operation (set-up, size, staff, hours, etc.):

Description of proposed internship activities (projects, duties, responsibilities, etc.):

What kind of learning experience do you think this will provide the intern?

What prior skill or academic courses would be helpful?

Specific time requirements (part-time, full-time, flexible: days, evenings, weekends, etc.):

Intern's immediate supervisor(s). Please elaborate on type and degree of supervision the intern should expect to receive:

Internship being offered: 1) one a semester basis (check one: spring\_\_\_ summer\_\_\_ fall\_\_\_)  
2) Depends on needs and circumstances \_\_\_\_ 3) Other \_\_\_\_\_

Will the intern receive any financial compensation? \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
Name and title

Please return to: **Department of Geography  
Hunter College-CUNY  
695 Park Avenue, HN1006  
New York, NY 10065**

If you would like to call: 212-772-5265  
Fax: 212-772-5268



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## HUNTER COLLEGE INTERN'S MID-SEMESTER REPORT

Name of Intern: \_\_\_\_\_

Intern's schedule: \_\_\_\_\_

Dear Internship Host Supervisor:

We hope that this semester's service-learning experience is evolving toward a level of mutual satisfaction and benefit for both you and your intern.

Would you please sign this letter and return it to us as your confirmation that the student is there and that his/her schedule of hours is correct. (As long as the intern completes the required number of hours as agreed to by the intern, host organization, and our office, schedule adjustments are permissible.)

We also request that you give us your comments on the intern's progress to-date on the next page. Aspects of the intern's performance that you should address include: carrying out assigned responsibilities; adapting to the pace, environment, and people at your organization; punctuality; reliability; possession of aptitude and attitude suited to the intern's position; and current intern projects.

A final evaluation of the intern's performance is required at the end of the semester.

If you have any questions or matters you would like to discuss, please do not hesitate to call Ms. Dana Reimer, Assistant to Chair of the Department of Geography at 212-772-5412.

We would appreciate your returning this confirmation/progress report letter at your earliest convenience. Thank you for your cooperation and your continued interest and participation as a host organization.

Very truly yours,

Undergraduate Geography Adviser

\_\_\_\_\_  
Supervisor's name and signature

Date: \_\_\_\_\_

**BRIEF EVALUATION OF THE INTERN'S PROGRESS TO-DATE:**

Intern's name: \_\_\_\_\_

Thank you for your assistance.

Please return this confirmation letter to the Department of Geography, Hunter College-CUNY, 695 Park Avenue – HN1006, New York, NY 10065.

*Department of Geography**695 Park Ave.**New York, NY 10065**Phone (212) 772-5322**Fax (212)772-5268***FINAL EVALUATION REPORT ON INTERN****Semester: Fall\_\_\_\_\_ Spring\_\_\_\_\_ Summer\_\_\_\_\_, Year\_\_\_\_\_**

Name of intern: \_\_\_\_\_

Host organization: \_\_\_\_\_

Host supervisor: \_\_\_\_\_

Please respond to the following statements by circling the appropriate number. Comments are encouraged; space is provided on the back side of this sheet for this purpose.

	<b>ALWAYS</b>	<b>USUALLY</b>	<b>SOMETIMES</b>	<b>RARELY</b>	<b>NOT OBSERVED</b>
1. Is reliable in getting to work on time and keeping engagements.	4	3	2	1	N/O
2. Is dependable in fulfilling assignments.	4	3	2	1	N/O
3. Is capable of working with little supervision.	4	3	2	1	N/O
4. Uses good judgment and common sense in completing assignments.	4	3	2	1	N/O
5. Accepts criticism and uses suggestions.	4	3	2	1	N/O
6. Is willing to assume responsibility.	4	3	2	1	N/O
7. Exhibits a positive attitude.	4	3	2	1	N/O
8. Works effectively with co-workers.	4	3	2	1	N/O
9. Is willing to arrive early/stay late to get a task completed.	4	3	2	1	N/O

	<b>ALWAYS</b>	<b>USUALLY</b>	<b>SOMETIMES</b>	<b>RARELY</b>	<b>OBSERVED</b>
10. Persists in the face of disappointment or indifference.	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/O</b>
11. Adjusts well to new situations.	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/O</b>
12. Manages time efficiently.	<b>4</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>N/O</b>
13. Demonstrates initiative in situations that call for action.	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/O</b>
14. Demonstrates subject matter competency.	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/O</b>
15. Is capable of solving problems related to assigned tasks.	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/O</b>
16. Demonstrates professionalism.	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/O</b>

**COMMENTS:**

\_\_\_\_\_  
 Supervisor's name and signature

Date:\_\_\_\_\_

Please return this Final Evaluation to the Department of Geography, Hunter College-CUNY, 695 Park Avenue – HN1006, New York, NY 10065.