

***GEOG 3398 Geography Internship
Online Syllabus
Sample***

Instructor: Garrett Smith, Ph.D.
Day & Time: Online
Office: Kennesaw Campus, PS-139
Office hours: by appointment
Contact: 470-578-3399 and D2L email
Dept. web page: <http://www.kennesaw.edu/sga/>

Catalog Description:

1-9 Credit Hours, Prerequisite: GEOG 4405 for GIS internships, or at least 15 hours of upper division geography courses for non-GIS internships.

A structured off-campus experience in a supervised setting that is related to the student's major and career interests. Practical experience is combined with scholarly research under the guidance of geography faculty and the internship supervisor. Those seeking experience in a GIS environment will work under the guidance of the GIS Program Director. Sites must be in advance of the semester of the internship and must be approved by the student's advisor or internship coordinator.

Notes: This course is for GEOG majors. GIS majors should register for GIS 3398 and GIS certificate students should register for GIS 4415. A departmental internship orientation session is scheduled once a semester.

Course Goals:

1. Students will apply spatial principles learned in their academic coursework to a professional work experience.
2. Students will demonstrate how much practical knowledge and work skills were acquired in the internship.

Course Overview: This is a completely online course that documents your internship experience.

During your internship you will be responsible to two individuals: your on-site supervisor and the KSU Internship Coordinator. The work you complete for this course will be submitted to the KSU Internship Coordinator and graded accordingly. The course is divided into learning modules that are explained below. All work is due on Fridays at 11:59pm.

Course Credit: Each credit hour is worth 50 hours at the work site. The normal load for an internship is 3 credit hours = 150 hours at the work site.

Required Text: none.

Communication Policy: Contact me if you have questions. I will respond to email at within 24 hours during the week (Monday-Friday 9am-5pm) and 48 hours over the weekend. I will expect the same email response times from you. Call 470-578-3399 to leave a message. Let me know if you want to set up a personal appointment.

Grading:

Weekly Journaling (4 x 25 points each)	100 points
Midterm Site Evaluation	300 points
Final Site Evaluation	300 points
<u>Research Paper</u>	<u>300 points</u>
Total =	1000 points

- A = 895 – 1000 points
- B = 795 – 894 points
- C = 695 – 794 points
- D = 595 – 694 points
- F = 594 points or less

Weekly Journaling: You will be asked to submit four journal entries, two before the Midterm Site Evaluation and two after the Midterm Site Evaluation. There are no exact "weeks" that you have to submit, only that you must submit two in the first half of the term and two in the second half of the term. Note that you cannot submit more than one per week. This is a completion grade only, however incomplete or sloppy work will be graded accordingly. These entries will help you with your final paper (and beyond). Answer these questions every week, (submit anytime between for at least four weeks) via the drop box in D2L:

- a) Completed tasks/work/projects etc.
- b) In-process tasks/work/projects etc.
- c) Upcoming tasks/work/projects etc.
- d) Any issues that need to be addressed, researched, or fixed.
- e) Journal entries should be at least 350 words in length.

Midterm Site Evaluation: Please have your Supervisor fill out the Midterm Site Evaluation (including signature & contact information) and return to me halfway through the academic term. Submit it to the drop box in D2L.

Final Site Evaluation: Please have your Supervisor fill out the Final Site Evaluation (including signature & contact information) and return to me at the end of the academic term. Submit it to the drop box on D2L.

Research Paper: The paper should address the questions below. These questions should be made into subheadings in the paper. You can add more related sections if you want to, but at a minimum you must answer the following:

- 1) Where you worked (can include company history, no more than a paragraph)
- 2) How you found your position (no more than a paragraph)
- 3) What you did and/or projects you worked on during the internship
- 4) What previously geospatially-learned skills did you use? (from KSU or elsewhere)
- 5) What skills did you learn while on the job?
- 6) Relate some of the theories you learned in your geography classes to your experience. *This is the main objective of the final paper. Develop this section as fully as possible to receive maximum credit on your paper.*
- 7) Format:
 - a. 10 pages of text minimum (not counting tables, maps, references, etc.)
 - b. 3 peer-reviewed sources minimum
 - c. 1 map minimum
 - d. APA or Chicago Style citation system
 - e. Standard fonts and margins (e.g. Times New Roman, 12 point, one inch margins)

**GEOG 3398 Internship in Geography
Grading Rubrics**

Journal Entries – 25 points each

	Exemplary	Unsatisfactory
Completed Tasks	5 points Completed tasks are identified.	0 points Completed tasks are not identified.
In-Process Tasks	5 points In-Process tasks are identified.	0 points In-Process tasks are not identified.
Upcoming Tasks	5 points Upcoming tasks are identified.	0 points Upcoming tasks are not identified.
Issues needing attention	5 points Issues needing attention are identified.	5 points Issues needing attention are not identified.
Length	5 points Entry is 350 words or more.	0 points Entry is less than 350 words.

Site Evaluations – 300 points each

	Excellent to Above Average Level of Performance	Average Level of Performance	Below Average to Poor Level of Performance
Item I: Student’s Relationship to Field Placement	75 points As graded by Supervisor	40 points As graded by Supervisor	0 points As graded by Supervisor
Item II: Self-Development	75 points As graded by Supervisor	40 points As graded by Supervisor	0 points As graded by Supervisor
Item III: Professional Development of the Student	75 points As graded by Supervisor	40 points As graded by Supervisor	0 points As graded by Supervisor
Supervisor’s Comments	75 points Mostly positive	40 points Mostly positive with an equal degree of negative	0 points Mostly negative

Research Paper – 300 points

	Exemplary	Midpoint	Unsatisfactory
Agency Information	20 points Paper contains full contact information (website, phone, supervisor name, etc.) and agency mission.	10 points Some information about agency included but incomplete. May or may not have mission statement.	0 points Little to no information given.
Job Duties	20 points Full description of job duties including the days and hours you worked.	10 points Job duties included OR days and hours, but not both.	0 points Little or no information given.
Application to KSU geography courses and concepts	80 points Strong link between work and a geography course concept(s).	40 points A course concept is mentioned with some linkage.	0 points Little or no linkage to courses and concept(s).
What you learned from the experience	80 points A detailed description on what professional and/or personal lessons you learned.	40 points Some brief mention of lessons learned.	0 points Little or no information given.
Spelling & Grammar	25 points 0 - 8 spelling and/or grammar mistakes.	13 points 9 - 14 spelling and/or grammar mistakes	0 points 15+ spelling and/or grammar mistakes
Map(s) and Sources	25 points Report contains one map and 3+ peer	13 points Report has map or 3 reviewed sources but	Report has neither map nor 3 peer review sources.

	reviewed sources	not both.	
Length	50 points Report is 10 pages of text.	25 points Report is 5-9 pages of text.	0 points Report is less than 5 pages of text.

Plagiarism and Cheating: Every KSU student is responsible for upholding the provisions of the Student Code of Conduct, as found on the Student Conduct and Academic Integrity (SCAI) website <http://www.kennesaw.edu/scai/>. If you are found to cheat or plagiarize in any way you will be reported to the SCAI Office and given an “F” on the assignment and possible the course, depending on the infraction. The matter may also go before a hearing officer or panel which might result in a minimum one-semester suspension from the university. Just don’t do it!

Financial Aid Attendance Compliance: You are responsible for determining your enrollment status in all classes to protect your financial aid monies. NOT ATTENDING A CLASS FOR WHICH YOU ARE REGISTERED IS NOT THE SAME AS WITHDRAWING FROM THE COURSE. You must complete an online withdrawal to be removed from a course. If you stop attending class but do not complete an online withdrawal BEFORE the last day to drop without academic penalty, you will receive a grade of WF, which counts as an F in calculating your grade point average and counts as a completed course for determining your financial aid award.

Special Needs & Accommodations: Kennesaw State University provides program accessibility and reasonable accommodations for persons defined as disabled under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the Office for Disabled Student Support Services via the ADA Compliance Officer for Students, at 470-423-6443 (V) or 470-578-6480 (TDD). Please do not request accommodations directly from the professor or instructor without a letter of accommodation from the Office for Disabled Student Support Services. For additional information, please visit: http://www.kennesaw.edu/stu_dev/dsss/dsss.html

**GEOG 3398 Internship in Geography - Online
Sample Schedule**

Date	Module	Exercises
Friday, March 2	Module 1	<u>Weekly Journaling (Part I).</u> Submit two weekly journal entries into the drop box by Friday at 11:59pm.
Friday, March 2	Module 2	<u>Mid-Term Site Evaluation.</u> Ask your Supervisor to fill out the form. Review it with him/her, sign and submit to the drop box by Friday at 11:59pm.
Friday, May 4	Module 3	<u>Weekly Journaling (Part II).</u> Submit two weekly journal entries into the drop box by Friday at 11:59pm.
Friday, May 4	Module 4	<u>Final Site Evaluation.</u> Ask your Supervisor to fill out the form. Review it with him/her, sign and submit to the drop box by Friday at 11:59pm.
Friday, May 4	Module 5	<u>Research Paper.</u> Submit to the drop box by Friday at 11:59pm.

- **Wednesday, February 28 is the last day to drop without academic penalty.**
- **A plagiarism detection device will be used for all drop box assignments.**
- **Late Evaluations and Research Papers will be accepted with a 50% reduction in points.**
- **The Professor has the right to alter this syllabus at his discretion.**