

GEOGRAPHY

Geography Internship Agreement Form

This agreement form must be completed, signed and returned to the department awarding the academic credit in order for the internship to be sponsored by the University of Colorado at Boulder. Completion of this agreement is also necessary to ensure a high quality experience and satisfaction among all parties.

All internships for credit have prerequisites that students must meet before they are eligible to apply. For the Geography department, we require:

1. GPA of 2.0 or higher
2. Geography major or minor
3. Junior or Senior status
2. To receive credit, all interns must be registered for GEOG 3930 and complete required coursework.
3. For a 3-credit internship, we require 144 hours of internship. These hours must be unpaid—interns cannot be compensated.
4. To receive credit, all internships must have PRIOR approval (achieved through approval of the Internship Agreement Form). No retroactive credit is available for internships already started or completed.
5. Geography majors may enroll in GEOG 3930 twice; however, only one 3-credit internship can be counted towards major hours.
6. Once you have a copy of the approved application, you must register for the specific course number (GEOG 3930). You will pay tuition for the internship according to the number of credit hours you are seeking.
7. Internship Agreement Form must be submitted to the Chair/Associate Chair of the department awarding the internship credit no later than one week prior to the last day of Drop/Add.

According to C.R.S. 8-41-105(7)(a) & (b): The employer is responsible for providing Workers' Compensation and liability insurance coverage for those students receiving remuneration. In cases where the student is not receiving any remuneration for the work experience from the employer, the educational institution sponsoring the student is responsible for providing Workers' Compensation. The University of Colorado at Boulder encourages employers to extend Workers' Compensation coverage to all students, whether paid or non-paid, since the employer can best control the safety of the work place and provide accordingly for the risks a student may incur.

Information Section

Please TYPE or PRINT all information except signatures.

Student Information

Last Name:

First Name:

Student
Number:

Email:

Phone:

Street:

City / State /
Zip

Major:

Class
Standing:

Current
Cumulative
GPA:

Host Organization Information

Organization
Name:

Supervisor
Name:

Email:

Phone:

Address:

City / State /
Zip

Internship Instructor Information

Name: Heide Bruckner

Email: heide.bruckner@colorado.edu

Internship Information

Start
Date:

End
Date:

Hours Per
Week:

Q & A Section

Attach additional pages if needed

1) **Learning objectives** - What knowledge, skills, and capacities will the student develop or deepen? What is the benefit to the student?

2) **Duties and learning activities** - What will the student be doing to meet these objectives and contribute to the organization?

3) **Professional development** - Explain how this internship will support the student's career goals and exploration.

4) **Academic and personal interest** - Explain how this internship will support the student's geographical education and understanding.

5) **Work supervisor evaluation** - What are the procedures for tracking hours and for giving feedback on the intern's performance?

(It is recommended the student and supervisor discuss time requirements and work expectations, and the format for giving/receiving feedback during the semester).

6) **Faculty sponsor evaluation** - How will the on-site and academic work completed in conjunction with this internship be evaluated?

- regular conversations with interns and online participation
- final analysis paper and presentation
- resume/vitae submission
- Student feedback/final evaluation of internship experience
- Supervisor final evaluation and hours reporting form

Responsibilities Under This Agreement

When signing this agreement, you agree to assume the responsibilities listed for your role.

I, the internship student, agree to:

1. Perform to the best of my ability those tasks assigned by my supervisor which are related to my learning objectives and the responsibilities of this position.
2. Follow all the rules, regulations, and normal requirements of the employer's organization.
3. Fulfill this agreement under the direction of a faculty sponsor, and consult as needed with my Internship Instructor for guidance and evaluation when receiving academic credit.
4. Notify my Instructor and the Chair/Associate Chair of the department awarding the internship credits of any changes I need to make in this agreement or of any problems that develop during the placement.
5. Complete an evaluation of the internship. Complete the academic work required for GEOG 3930.

**Student
Signature:**

Date:

I, the employment supervisor, agree to:

1. Provide the necessary orientation, training, precautionary safety instructions, and supervision in the performance of the position duties and responsibilities on this agreement.
2. Understand the responsibility for providing Workers' Compensation and liability insurance in accordance with Colorado state law.
3. Complete a final written evaluation of the student's performance during the placement and send it to the Internship Instructor listed on this application.

**Supervisor
Signature:**

Date:

I, the internship instructor, agree to:

1. Be the liaison with University Risk Management and Human Resources to insure Workers' Compensation and/or liability insurance is provided in accordance with Colorado State Law when applicable;
2. Attest that the proposed internship is relevant to the student's area of interest, that, given the student's proposed educational and career objectives, the experience is academically sound, and that the academic work proposed is relevant to the student's major and is sufficient to merit the academic credit requested;
3. Review the internship contract for appropriateness of experience and benefit of student;
4. Determine that the academic work described in the course syllabus is completed

and submitted in a timely manner and to review and certify that the academic work is appropriate before the credit requested for the internship is awarded.

5. Check in regularly with the student regarding work hours, conditions, and learning objective opportunities to insure the student is benefitting from the experience

**Internship Instructor
Signature:**

Date:

The student, employer, and faculty sponsors agree to assume these responsibilities for the duration of the student's placement during the semester enrolled. The Credit Internship Application must be completed in order for the academic department to endorse the student's placement, for the placement to be considered "sponsored" by the University of Colorado at Boulder, and for the student to receive credit for the experience.

Please secure signatures in sequence.

Your signature means you have read and agree to abide by this agreement.

Student	Signature: _____ Date: _____ Name printed or typed: _____
Work Supervisor	Signature: _____ Date: _____ Name printed or typed: _____
Internship Faculty Sponsor	Signature: _____ Date: _____ Name printed or typed: Heide Bruckner
Chair or Associate Chair of department awarding credit	Signature: _____ Date: _____ Name printed or typed: _____

Internships for Credit: The faculty member's and Chair's or Associate Chair's signatures are required prior to the start of your internship for placements carrying credit.

If all the information is complete, print the application, obtain the necessary signatures, and submit to the department awarding the credit well in advance of beginning your internship experience. You will be registered for the internship credit by the department.