Texas A&M University-Corpus Christi

GEOL 4430: Internship in Geology

Internship Packet

NOTE: This packet contains information and forms needed to obtain authorization to register for this course. Submit fully approved signed contract to the Department of Physical and Environmental Science, NRC 1100. The department administrative assistant will create the course and provide student with call number so student may finalize registration either via SAIL or in person during late registration through the Office of the Registrar. See Registrar’s Printed Class schedule for all deadline dates: http://banner.tamucc.edu/schedule/.
GEOL 4430: Internship in Geology

Overview

GEOL 4430 (Internship in Geology) gives GEOL undergraduates an opportunity to obtain valuable paid or unpaid work experience related to geosciences, to better position them for employment after graduation. Students contract to work a specified number of hours weekly over a regular full semester with a state or federal agency or private industry related to geoscience, in return for college credit as follows: 3-6 hrs./week = 1 sem. hr., 6-9 hrs./week = 2 sem. hrs., 9-12 hrs./week = 3 sem. hrs., 12-15 hrs./week = 4 sem. hrs. Students may contract for 1-2 sem. hrs. in a single summer session (5.5 weeks) but may contract for up to 4 sem. hrs. if carrying out internship over a regular long semester or two summer sessions (11 weeks). Students interning for the summer should increase the number of hours worked weekly to account for fewer weeks worked, so total hours interned are equivalent to those in a regular long semester. A student may intern only twice with a single office or agency. Internships will not apply towards graduate credit.

Student Responsibility

The student takes the initiative in arranging his or her own internship. The student must:

- Obtain an Internship Packet from PENS DEPT. in NRC 1100.
- Make initial contact with a potential internship office.
- Explain intern program to personnel at site;
- Help supervising professional in that site identify objectives (what will student learn) unique to planned internship;
- Complete customized Internship Contract and obtain signature of supervising professor and department chair.
  If student interning out of country, student must clear Travel through Study Abroad, CCH 126.
- Present completed forms to PENS administrative assistant who then creates course section and provides student with call number. Student then registers for course via SAIL or in person if late registration by deadline.
- Make four copies of Contract and distribute as follows: Original forms to PENS dept., one copy to supervising professional, one copy to professor and student keeps one copy;
- Maintain Log (see next section) of hours worked/activities/reflections; submit log to professor at the end of the semester. Log helps form a basis for the final grade.
- Meet with supervising professional at mid-semester and complete Mid-term Internship Evaluation
- Give supervising professional Final Internship Evaluation Form to complete before the last week of classes, and return to the professor.

Internship Log

Students must maintain a log of the internship, including hours worked, activities, and reflections about the activities or the internship in general. The log provides proof of your regular efforts in the internship, and the tasks to which you are being assigned. The reflections should evidence your personal growth in the internship position; for example, they may demonstrate that you gained a better appreciation of the duties and role of the office in general, or the ease of doing specific tasks.

Faculty Responsibility

Faculty members in geology are appropriate to supervise a particular internship. Supervising faculty:

- Guide student in identifying appropriate intern sites;
- Sign Internship Contract;
- Maintain on file original copies of documents pertaining to the internship;
- Meet with student at mid-semester and review Mid-Semester Internship Evaluation form, discuss internship, help student quickly change internship sites if necessary;
- Evaluate Internship Log and Final Internship Evaluation Form and contact
supervising professional if needed for further evaluation of student's performance;

- Assign course grade.

**Documents and Registration Procedure**

This **Internship Packet** contains copies of all needed documents. A student must show a completed **Internship Contract** to the PENS Department office by registration deadlines to have the course created. It is the student’s responsibility to finalize registration via SAIL or in person if late registration by appropriate deadlines located in the printed class schedule via the Registrars’ Office site:

http://registrar.tamucc.edu/printable_schedules.html

The student distributes copies of the documents as follows:

**Original forms to PENS dept. office, one copy to supervising professional, one copy to professor and student keeps one copy.**

PENS department will route their copy to student file located in Academic Advisor’s office in the College of Science and Engineering, CI 366.
SEMESTER:___________ YEAR:_____________ SEM.HRS. CREDIT:_________

STUDENT ID: A_________________________

STUDENT:__________________________________________

PHONE:_________________

STREET ADDRESS:__________________________________________

CITY:_____________________________

ZIP:_________________________________

**SUPERVISING PROFESSIONAL:________________________

PHONE:_____________

AGENCY:_____________________________________________________________

STREET ADDRESS:____________________________________________________

CITY:_____________________________   ZIP:_____________________________

**SUPERVISING PROFESSOR:_____________________

PHONE:_________________   STREET ADDRESS: Texas A&M University-Corpus Christi, 6300 Ocean Drive

CITY: Corpus Christi    ZIP: 78412

FAX: 361-825-2742

**Please note that the Supervising Professional must be different from the Supervising Professor.

DESCRIPTION OF INTERNSHIP:
This course involves the student in a paying or non-paying geology position at (company or agency name)_________________________________________ and location site________________________________________________. The student will work an average of ________ hours per week for that organization. The course is intended to offer the opportunity for an applied learning experience and for career development in the area of geology. If planning to internship out of country, you are required to meet with the Office of International Education, Study Abroad Programs Resource Center located in Corpus Christi Hall 126. Call 261-825-2789 for more information.

OBJECTIVES OF THE STUDY:
Objectives are to learn useful skills, techniques, and knowledge applicable to a career in geology, including, insofar as possible (To student: List specific tasks or procedures you hope to learn):

1. 

2. 
METHOD OF EVALUATION:
The student, supervising professional, and supervising professor will have several formal
occasions to evaluate the internship throughout the semester, as follows:

1. **Internship Log.** The student will keep a Log of the internship, to include hours
   worked, duties performed, and comments on the difficulty of the task, its value to the
   office, or the impact the task has on the purpose of the office, etc. The purpose of
   this log is to document the student's internship activities, and demonstrate student
growth and maturation in skills throughout the semester. The student will submit the
Log to the supervising professor at the end of the term.

2. **Mid-Term Meeting and Student Evaluation of Internship.** At mid-term, the
   student will meet with the supervising professional to review the internship thus far.
The student will then evaluate the internship by written means via a Midterm
Internship Evaluation Form and will submit this evaluation to the supervising
professor. Finally, the student agrees to meet with the supervising professor to
review the internship. If any of the persons involved in the internship are dissatisfied
with the arrangement, a new internship may be arranged for the student. The
purpose of this mid-semester evaluation is to ensure that the internship is fulfilling its
purpose and to allow a formal opportunity for redress.

3. **Supervising Professional’s Final Evaluation.** At the end of the semester, the
   student will meet again with the supervising professional to review the student's
   performance in the internship. At this time, the supervising professional will
   complete a Final Evaluation Form evaluating the student's work and suggest a
course grade. The intent of this final evaluation is to provide the supervising with a
basis to establish the final course grade. The student or supervising professional
will return the form to the professor.

Students involved in internships are expected to demonstrate initiative in discussions their
goals, expectations, and level of satisfaction with the internship with the supervising
professional and professor at other times in addition to the formal evaluation. The course
grade will be based on the student's performance in the internship, including skills learned,
quality of work, and initiative demonstrated. The professor is responsible for the student's
final grade in the course.

We have read the above description and conditions of the internship and agree to fulfill its
requirements.

STUDENT: ___________________________ DATE: ________________
(Student: Take completed Internship Contract to NRC 1100 for authorization for course. It is student responsibility to register via SAIL or in-person if late registration by appropriate deadlines. See university class schedule online for deadline dates: http://registrar.tamucc.edu/printable_schedules.html)

Make copies and distribute as follows: Original forms to Department Chair (PENS OFFICE) one copy to professor, one copy to supervising professional, student keeps one copy.
TO THE STUDENT:  As noted in your Internship Study Contract, you agreed to meet with your supervising professional at this time to review your internship, and to evaluate yourself via this form. Please complete the following questions thoughtfully. They will help you and your supervising professor to review the internship program and your performance. Return this to your supervising professor by the middle of the semester (OK to mail c/o TAMUCC, PENS Dept., 6300 Ocean Dr., Corpus Christi, Texas 78412)(You may also email your Mid Term Evaluation to professor).

1.) What have you learned (knowledge or skills) in your internship this semester that you did not know before?

2.) What other specific skills or knowledge would you have liked to learn? Could you learn these in your present internship or does there seem to be no opportunity?

3.) Are you satisfied or dissatisfied with this internship? Explain.
TO THE SUPERVISING PROFESSIONAL: You have supervised this student in an intern position. Your cooperation in evaluating his/her ability and performance is appreciated.

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<th>Excellent</th>
<th>Above average</th>
<th>Average</th>
<th>Below average</th>
<th>Not observed</th>
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<td>INITIATIVE:</td>
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<td>Takes necessary action independently</td>
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<td>ADAPTABILITY:</td>
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<td>COOPERATION:</td>
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<td>Works in harmony with others</td>
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<td>ORAL EXPRESSION:</td>
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<td>Organizes ideas effectively</td>
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<td>Self-confidence, group interaction</td>
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<td>APPEARANCE:</td>
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<td>Neat and well-groomed</td>
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Briefly evaluate this student's preparation upon entering the intern position:

Briefly evaluate this student's overall performance in the intern position:

If I had an opening for a full time position, I would hire this student:

Agree_______     Disagree ________

Other comments:

What letter grade would you assign this student, based on his/her performance in the internship (A, B, C, D, F)?  __________

Please Check Your Preference and Sign Below:
I (I'do  I'do not) wish that TAMU-CC hold my comments in confidence.  (NOTE:  Under the Privacy Act of 1974, TAMU-CC may be required to provide your comments to this student regardless of your response to this question, unless he/she has signed the Waiver of Access statement at the top of the previous page.)

________________________________________ _______________
Signature of Supervising Professional  Date

_________________________________________________________________
Business Address

Please return this form directly to supervising professor noted above, at TAMU-CC, 6300 Ocean Drive, Corpus Christi, Texas 78412. The supervising professional may also email via their employee email address directly to professor of record.