

UNIVERSITY OF SOUTHERN MAINE

GEOGRAPHY-ANTHROPOLOGY

INTERNSHIP APPROVAL FORM

\_\_\_\_\_  
MaineStreet ID#

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name:      Last                                      First                                      Middle Initial

Internship Course Information:

\_\_\_\_\_  
CRN #                      Course #                      Title                                      Credits

Check One:       Fall       Spring       Summer      Year: \_\_\_\_\_

Your proposal for an Internship must address **each** of these five topics:

1.      **Learning Objectives:** What will you learn to do, know, or understand as an outcome of this project?
2.      **Activities:** What will you do? Be specific, indicating what you will observe, measure, perform, etc.
3.      **Resources:** What will you need for the project? Include bibliography, people, agencies, budget and equipment.
4.      **Evaluations:** What will you produce or perform which your faculty sponsor will evaluate for a final grade? How frequently will you confer with your faculty sponsor?
5.      **Preparedness:** How can you verify your capacity to carry out this project? Include instruction, experience and ambition.

\_\_\_\_\_  
Approval of Supervising Instructor

\_\_\_\_\_  
Approval of Department Chair

## **Internship in Geography-Anthropology GYA 350/351 Cr 1-6**

The internship course is designed as a combination of academic and on-the-job experiences, applying classroom knowledge to actual employment situations. The requirements for completion of the course are:

- An acceptable resume, one copy of which will be given to the instructor, and another to the on-the-job supervisor.
- A co-signed “contact” (student and instructor) with job description, name of supervisor, work schedule and credits expected.
- A daily journal, or log, or work activities and observations, with the student’s own analysis of progress and benefits (or lack thereof) of the internship experience. The journal will be reviewed periodically by the instructor, and will be turned in at the end of the semester to the academic advisor.
- Meeting with the academic advisor as arranged (at least once every two weeks).
- A written course evaluation, with particular consideration to your experience as it might apply to future interns (*e.g.*, would you recommend your job/supervisor to prospective interns? Why/why not?).
- A letter of evaluation of the intern from her/his work supervisor to the academic instructor.

In general, one academic credit will require 4 hours per week on the job (3 credits = 12 hours/week, 6 credits = 24 hours/week) for 15 weeks. Total: 360 hours for 6 credits.

List of past internships arranged by students:

Brunswick Historical Society  
Carnegie Museum of Natural History – Pittsburg  
City of Portland Planning Department  
Cultivating Community  
DeLorme Mapping Co.  
GoodWill  
Gorham Trails, Inc. (Maine Land Trust Network) – Gorham  
Greater Portland Council of Governments (COG)  
Harraseeket Project – Freeport  
Land Use Regulatory Commission (LURC)  
Maine DEP  
Maine Historical Preservation Commission  
Museum of African Culture – Portland  
Museums (Maine State, Children’s, Strawberry Banke)  
National Geographic Society – Washington, D.C.  
National Park Service  
Osher Map Library  
Portland Water District  
Preble Street Resource Center  
Rachel Carson National Wildlife Refuge  
SALT Field Studies – Kennebunkport  
Scarborough Conservation Commission  
Shalom House  
Student Conservation Association, Inc.  
U.S. Fish & Wildlife, Falmouth