Dear Internship Supervisor:

Thank you for agreeing to supervise the internship of a Hunter College DoGES* 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 us 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/Graduate DoGES Adviser

* DoGES = Department of Geography & Environmental Science
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 & Environmental Science 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 Geography & Environmental Science

DoGES 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/Graduate DoGES Adviser of any changes to the information provided.

Your signature: ___________________________________________  Date: ____________

Your email address:____________________________________________________
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. DoGES Advisers 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/Graduate DoGES adviser where it will be put on file.
4. These two notification, to the host organization and the Department of Geography & Environmental Science 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 our 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 RATIO: fall and spring semesters

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

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/Graduate DoGES 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 INC (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 INC will be changed immediately upon receipt of the student paper and the host evaluation letter.
GEOGRAPHY & ENVIRONMENTAL SCIENCE 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 & Environmental Science
Hunter College-CUNY
695 Park Avenue, HN1006 New York, NY 10065

If you would like to call: 212-772-5265
Fax: 212-772-5268
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 the Assistant to Chair of the Department of Geography & Environmental Science 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/Graduate DoGES Adviser

___________________________________________________________________________ Date: ____________

Supervisor’s name and signature
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 & Environmental Science, Hunter College-CUNY, 695 Park Avenue – HN1006, New York, NY 10065.
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.

<table>
<thead>
<tr>
<th>ALWAYS</th>
<th>USUALLY</th>
<th>SOMETIMES</th>
<th>RARELY</th>
<th>NOT OBSERVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Is reliable in getting to work on time and keeping engagements.</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>2.</td>
<td>Is dependable in fulfilling assignments.</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>3.</td>
<td>Is capable of working with little supervision.</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>4.</td>
<td>Uses good judgment and common sense in completing assignments.</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>5.</td>
<td>Accepts criticism and uses suggestions.</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>6.</td>
<td>Is willing to assume responsibility.</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>7.</td>
<td>Exhibits a positive attitude.</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>8.</td>
<td>Works effectively with co-workers.</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>9.</td>
<td>Is willing to arrive early/stay late to get a task completed.</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>ALWAYS</td>
<td>USUALLY</td>
<td>SOMETIMES</td>
<td>RARELY</td>
</tr>
<tr>
<td>-------</td>
<td>--------</td>
<td>---------</td>
<td>-----------</td>
<td>--------</td>
</tr>
<tr>
<td>10.</td>
<td>Persists in the face of disappointment or indifference.</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>11.</td>
<td>Adjusts well to new situations.</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>12.</td>
<td>Manages time efficiently.</td>
<td>4</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>13.</td>
<td>Demonstrates initiative in situations that call for action.</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>14.</td>
<td>Demonstrates subject matter competency.</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>15.</td>
<td>Is capable of solving problems related to assigned tasks.</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>16.</td>
<td>Demonstrates professionalism.</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
</tbody>
</table>

**COMMENTS:**

Supervisor’s name and signature  
Date

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