

Internship Procedure, Department of Geography, Millersville University

A. Print and complete the request for internship form by pointing your browser to <http://www.millersville.edu/elcm/internships/students/index.php>. Click the link that is in step 1. Bring orientation forms to Dr. Schreiber's office for signing. Then take forms to the Office of Experiential Learning and Career Management-ELCM (Bedford House across from SMC). The office will give you training on the next steps, including how to find an internship. Be cautious. Some employers use Facebook and social media to make judgments about your work qualifications. Look presentable on your publicly accessible social media sites.

B. Use this opportunity to find a job related to your career aspirations. To find an internship job, you may use the list of internship employers maintained by the ELCM office, or you may find an internship experience on your own. In the later case, consider agencies related to your interests, call them up, and ask them if they would like a student intern. Once a job opportunity has been found, report it to the internship office along with contact information of your agency. Dr. Schreiber must sign another form that approves your internship choice.

C. Requirements: 180 hours on the job (keep weekly record of hours—supervisor signs), journal of experiences, 5 contacts with your internship advisor, term paper and internship summary. The summary should show a picture of you, give your name and organization in bolded caps, followed by a minimum 100 word description of your experience, all in 16 point font. It is posted on a Geography bulletin board. For the paper, the ELCM will give you directions. But in addition to their requirements, the Geography Department asks you to discuss

- 1) the value of the internship experience, and
- 2) how you used your geography training—detail information you learned from classes that is related to what you or your employer does.

Please elaborate on these themes (approx. 2 pages)—they are important feedback for the department. Note: supervisor-signed weekly hours should be attached to paper.

D. Five contacts with internship advisor:

Contact number:

1. Before your job starts. You will set goals for your experience, and discuss the nature of the work, work arrangements, contacts, and other areas of concern.
2. After about two weeks have been completed. Now that you are in the job, are the goals realistic, or do they need revision. Is the work meaningful? How are work relationships?
3. Mid-way through work period. Meeting between advisor, supervisor, and student at workplace (within reasonable distance). Examination of student progress and work. Iron out any concerns.
4. Four-fifths of the way through work term. Progress report and reminder that paper and summary are due.
5. After work is complete. Reflection of Experience. Were goals met, and why/why not? Strengths/weaknesses of experience. Paper and internship summary are due.