

GIS Certificate Internship Requirements

Updated: 04/23/2020

1. Minimum hour requirements:
 - a. 10 hours a week for at least 12 weeks for a 3 credit hour internship
 - b. 14 hours a week for at least 12 weeks for a 4 credit hour internship
 - c. 18 hours a week for at least 12 weeks for a 5 credit hour internship
2. Credit will only be given during the semester the internship is conducted. Credit will not be given retroactively.
3. Minimum of 80% of the internship time must be spent learning/applying GIS skills.
4. Internship needs to provide meaningful work for the student.
 - a. Meaningful work is defined as providing a learning experience in a work environment. The work responsibilities must require higher level skills related specifically to GIS/Geospatial technology.
5. The internship should be purposeful and incorporate active learning and the student should be an active participant in all stages of the experience.
6. **Before the start of the internship, a learning contract must be written between the faculty advisor, the internship supervisor on location, and the student. The contract should state the conditions of the work assignments, the supervisor contact information (telephone, mailing address, and email address), number of credits, learning goals (minimum of 5), and methods of evaluation of the work.
 - a. The learning contract should be submitted in Business Memo format.
 - b. The student is responsible for writing the GIS internship memo and should only consult with the GIS internship supervisor for clarification of content.
7. Students must keep the GIS faculty internship advisor updated on the progress of the internship while away from campus.
8. Students will submit a log of hours worked along with a detailed description of the GIS tasks performed to the faculty advisor. The faculty advisor will then submit the hours to the internship supervisor for formal approval. Log hours will be submitted mid-semester and at the end of the semester.
9. At the completion of the internship, the student must make an oral presentation to the faculty advisor and the public describing the internship experience and demonstrate completion of the agreed upon learning goals.
 - a. Prior to the final oral presentations, each student is required to meet with the CSBS Internship advisor to review their oral presentation ensuring that it is of high quality. It is the student's responsibility to schedule this meeting. Please contact Dominique Blanc at Dominique.blanc@csbs.utah.edu to schedule.
10. An internship grade (letter or pass/fail) will not be submitted until the completion of the oral presentation.

*** Students must submit this component to the faculty advisor before a registration permission code is issued.*

Note: Partly adopted from (<https://cals.cornell.edu/academics/student-research/internship>)

Examples of Learning Objectives and Evaluation Methods:

Note: These are examples only and students should create their own personalized set of learning objectives in consultation with their internship advisor.

	Method of Evaluation
Demonstrate ability to create and edit metadata	Intern shall submit examples of completed metadata
Demonstrate a proficiency in developing spatial models using ArcGIS Model Builder	Intern shall submit a model built using ArcGIS Model Builder that automates a spatial modeling process
Design data models to fit specific types of data	Intern shall provide a data schema that was developed for a specific data set
Enhance knowledge of cartographic principles	Intern shall provide examples of applied cartographic principles
Understand the GIS workflow to perform a specific procedure	Intern shall provide an outlined workflow that accomplishes a specific procedure
Strengthen understanding of projections and data conversion	Intern shall demonstrate an understanding of projections and data conversions through provided data and cartographic work