Geography Internship Agreement

The Geography internship course (Geography 191) of the University of Vermont is designated to provide a student with structured learning and work experiences in applying geographic concepts and methods to the problems and tasks of an appropriate public or private organization.

This document describes an internship agreement among three parties:

- [Insert student name here], the Student
- [Insert name of supervisor and sponsoring organization], the Organization, and
- [Insert faculty mentor name here], Faculty mentor1, Department of Geography, The University of Vermont.

The internship period begins on [insert start date] and ends on [insert end date], but excludes official University vacation days. The student is expected to work an average of 40 hours over the semester2 for each academic credit earned (3 credits = 120 hours of work).

The organization agrees to give the student learning and work experiences which will train him or her in one or more of its important activities, as follows:

[include narrative description of internship scope and duties here, ~75-150 words]

So long as the student is performing tasks with the organization that are generally encompassed by these activities, the student is an agent of the University of Vermont. The performance of any other task is a matter between the student and the organization only. The organization agrees to provide the supervising faculty member in the Department of Geography with a written report that briefly describes and evaluates the performance of the student within one week following the end of the internship period. The report will / will not [select one] be read by the student.

The student agrees to perform the tasks assigned by the organization, and when deemed necessary by the organization, to perform them on a daily or weekly schedule established at the mutual convenience of the student and organization. The student agrees further to report verbally and

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1 The faculty mentor for the internship may be any faculty member who agrees to help the student craft the scope of work, solicit end-of-term feedback from the Organization, and submit a grade for the internship course. The faculty mentor should be a member of the Geography faculty when credit for Geog 191 is sought.

2 Students electing to conduct an internship for academic credit should be aware that tuition is charged for these credits. If an internship is conducted in the summer and the student wishes to earn academic credit, tuition would be incurred. The College of Arts & Sciences implemented in fall 2018 a 1-credit tuition option to allow students to receive credit for summer internships. Inquiries regarding this option can be directed to Richard.Watts@uvm.edu
regularly through the internship period to the supervising faculty member with a written report, including a summary and evaluative report on the entire internship experience within one week following the end of the period. A copy of the summary and evaluation will be given to the organization upon request.

The Department of Geography agrees that the student may enroll in the Geography Internship course (Geography 191) for [insert number] credits during the [insert term] semester of [insert year]. The faculty mentor in Geography has responsibility for assuring that the learning and work experiences of the student are academically meritorious. If at any time the faculty mentor learns that the student or the organization is dissatisfied with this internship arrangement, he or she will attempt to ameliorate the concerns and may call for dissolution of this agreement.

[Insert Student Name]                                                  ______________________________
Name of Student       Signature of Student

[Insert Supervisor Name and Organization]                                   ______________________________
Name of Representative      Signature of Representative
of Organization              of Organization

[Insert organization address]                                                [Insert email and phone number of supervisor]

[Insert faculty mentor1 name]                                                ______________________________
Faculty Mentor       Signature of Faculty Mentor
Department of Geography