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### Graduate Internship Information ([PDF Version](#))

#### Geosciences Department, Oregon State University

Graduate students may earn up to 6 hours of academic credit by enrolling in GEO 510, Internship. Cooperating agencies or businesses are expected to give interns an opportunity to participate as broadly as possible in the activities and responsibilities of the organization. Ideally, the intern will be assigned one or more projects that can be completed in one quarter. Grades for the internship will be based in part on comments from the work-place supervisor, and will be given on a pass/no pass basis.

Internships are NOT funded by the Department of Geosciences. Tuition must be paid to gain academic credit. Expenses are the student's responsibility; however, cooperating agencies or business are encouraged to financially assist interns if their budgets will permit doing so.

#### GUIDELINES

1. For each hour of academic credit, students are required to work as an intern for at least three hours per week.
2. Students should try to work at least 16 hours per week at the cooperating agency or business. Additional coursework should be kept at a minimum during the term of the internship.
3. Tuition and fees should be paid during the term of the internship.
4. Before undertaking an internship, students are required to have completed a one-page resume' and a one-page proposal including: 1) employer production objectives, and 2) what goals (learning objectives) the student wishes to achieve with the internship.
5. At the end of the internship, students will prepare a written report of activities and accomplishments. This report should describe the work experience, an overall reaction to this work, what the Department of Geosciences might do to help students better prepare for internships, and what additional steps the student will take to improve his or her skills. The report will be presented to the faculty liaison for the internship program.

#### FACULTY LIAISON

Interested students should confer with Dr. Julia Jones, [jonesj@geo.oregonstate.edu](mailto:jonesj@geo.oregonstate.edu), (Wilkinson 220), Dr. Dawn Wright, [dawn@dusk.geo.orst.edu](mailto:dawn@dusk.geo.orst.edu) (Wilkinson 114), or your advisor, as early as possible in program planning to discuss arranging an internship.

#### GEO 510 – INTERNSHIP PROPOSAL GUIDELINES

The purpose of the Geosciences Internship is to provide a term by term applied learning experience for undergraduate and graduate students. The student is expected to utilize knowledge and skills acquired in the classroom, and to learn new techniques and applications while providing useful products for the host employer.

The student should develop a clear conceptual view of specific intern opportunities and responsibilities, and establish a work plan and schedule with the host employer. Clear project objectives and work tasks should be explicitly established. Where additional training may be required, the student should expect assistance and supervision from the host employer so that both parties might benefit from the resulting enhanced productivity of the student.

An internship proposal should provide the student, academic advisor, and employer an overall view of the purpose and objectives of the work program. The proposal should be developed cooperatively by the student and the employer, with a view to establishing realistic educational and production goals in the time available to the student. The student should be cognizant of the time requirements of such a program, and that employers often request substantial blocks of time to maintain work continuity. The basic requirements of a proposal include the following:

- Student's name, address, and phone number / email
- Employer or Supervisor's name, address and phone number / email
- Number of university credits scheduled
- Number of hours per week on work schedule
- Student's learning objectives
- Employer's production objectives

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