

To: Students Participating in GEO 5900

From: Sue Halgedahl & Rich Jarrard
Department of Geology & Geophysics

A few important words to avoid misunderstandings:

1. If you have any problems or communication difficulties, let us know right away. Head off little problems before they get to be a big problem.
2. You are a representative of our Department and your performance is a reflection on all of us (students & faculty). Be courteous and responsible. **DO NOT BE A NO-SHOW!** If they are expecting you and something happens such that you are going to be late or can't come, please make sure you **CALL** and let your sponsor know. If you can't make the hours one week, make arrangements to make up the hours later.
3. Be pro-active in your work. Know what their expectations are and ask questions if you need clarification. If you are done with a task, go to your sponsor and ask what you can do next. Don't "hide" from work or wait for work to always be delivered to you.
4. Keep track of your hours. It is your responsibility to make sure you are working the required hours for the University credit. Be prepared to show this on request of either your sponsor or the GEO Department.
5. Remember that this internship can be a stepping stone to a career position (even if with a different company) in the future. A good job performance here means you can use your sponsor as a reference for future jobs.
6. Finally, have fun! Here is your opportunity to use what you have learned at school **AND** to develop new skills in the real world!



GEOLOGY & GEOPHYSICS (GEO) INTERNSHIP PROGRAM

COURSE DESCRIPTION:

GEO 5900 INTERNSHIP (1-3 credits)

Prerequisite: Consent of GEO Internship Coordinator.

Student internships and work experience in geoscience related jobs. This cooperative education program is available to GEO majors.

PURPOSE:

1. To provide undergraduate students with opportunities to gain work experience and work on real geologic problems and applications.
2. To provide internship hosts (companies or organizations) with some student help (gratis) on geologic work.

PARTICIPANTS:

GEO ACADEMIC INTERNSHIP COORDINATORS:

Dr. Richard Jarrard, Professor
Dept. of Geology & Geophysics
585-3964; jarrard@mines.utah.edu

Dr. Susan Halgedahl, Assoc. Professor
Dept. of Geology & Geophysics
585-5328; shalg@mines.utah.edu

STUDENT:

Registered Geology & Geophysics (GEO) undergraduate students. Program may also be expanded to include some top high school students interested in the Earth Sciences and/or incoming undergraduate students to the University of Utah.

INTERNSHIP SPONSOR:

Designated representative from the company or firm who will host the student and supervise/oversee the student's work. Will be the person the student directly reports to for assignments, and will outline the basic student responsibilities and expectations on the agreement form. Host will complete evaluation and feedback form(s) for the student, to be sent to the Internship Coordinator.

INTERNSHIP ORGANIZATION:

The Internship should be structured to coincide with the semester time frame. Up to three credit hours may be counted toward an elective requirement in GEO degree programs.

Students work primarily for the experience and University credits (GEO 5900); payment of an hourly wage by the sponsor is welcomed but not required.

CREDIT HOURS:

1 semester credit hour: 5 hrs/week = 75 hrs. per semester

2 semester credit hours: 10 hrs/week = 150 hrs. per semester

3 semester credit hours: 15 hrs/week = 225 hrs. per semester

Students will receive letter grades for GEO 5900 based on the sponsor evaluation forms and on the final student write-up due at the end of the semester. Thus, GEO 5900 can be counted towards graduation credits. A letter grade will be assigned by GEO Internship Coordinator.

WHAT IS AVAILABLE AND HOW IT WORKS:

Approximately one month before the end of the semester the Internship Coordinator will contact potential sponsors to ascertain the availability of internship opportunities for the following semester. Students interested in an internship should fill out the Student Internship Interest Form as far in advance as possible. The Internship Coordinator or a potential Sponsor will contact the student when a suitable opportunity develops. Students should register for GG 5900 but be prepared for the eventuality that a suitable internship may not become available.

INTERNSHIP AGREEMENTS:

Agreement forms, indicating internship goals and credit hours, between the student, faculty advisor, and the internship host (company representative) must be signed prior to students starting work. There will also be a standard liability form to be completed by all the involved parties. At the end of an internship, both student and host will be asked to fill out a brief feedback survey to help us evaluate the success of the experience and to guide us on how we can improve internships for the future. The internship coordinator facilitates matching students to available internships. Note: In a given semester some internships may go unfilled or the demand by students may exceed the number of available internships.

FUNDING:

If possible, we request internship sponsors consider a \$100 donation per student credit hour (made out to the Department of Geology and Geophysics) which will be used to support the internship program. If sponsors have additional monies that might normally be used to pay students, however modest, they can pay the student directly or via a tax-deductible donation to the Department of Geology and Geophysics.

GUIDELINES TO STUDENTS:

One of the most important requirements is a willingness to be taught and a desire to learn. Students must adopt a strong and healthy work ethic, being prompt, on-time, courteous, and helpful. Listen, and be communicative! If there is something that needs clarification, ask questions early on so you can avoid stumbling down what might be a wrong path. Remember that you are a representative of our Department and your performance can affect whether or not a host might decide to continue participating in the internship program. If you find out things aren't working out as you had hoped, or there are any personality conflicts, please notify the Internship Coordinator right away so we might offer solutions or find you some other placement.

GUIDELINES TO INTERNSHIP SPONSOR:

The Sponsor Information Packet contains all the details and forms the sponsor will need. Because most students are working gratis, and this is intended to be a profitable learning experience (not just free labor), please set up a do-able project so that the students can have some closure to their projects within the specified credit hours and corresponding work time.

GEO 5900 GEOSCIENCE INTERNSHIP COURSE SYLLABUS

	Approximate Due Dates	Assignments	Initial when complete
#1	Due within the first two weeks of the semester	WRITTEN ASSIGNMENT - Submit complete Information List, and Assumption of Risk and Waiver of Liability to the Faculty advisor. Review Sponsor Liability form.	
#2	Within the first two weeks of the semester	Register for credit through the academic department.	
#3	Due within the first two weeks of the semester	WRITTEN ASSIGNMENT - Meet with your sponsor supervisor and determine the four (4) Task-Oriented Learning Objectives which will target specific responsibilities within your job description. These objectives must be worthwhile, achievable and measurable action statements. Submit as indicated on form.	
#4	Due by the end of the seventh week of the semester.	MIDTERM EVALUATION BY SPONSOR SUPERVISOR - Have sponsor supervisor complete the attached Midterm Evaluation and submit it to your Faculty advisor.	
#5	Due on or before the last day of class.	WRITTEN ASSIGNMENT - Write a 5 page Technical Report regarding the work completed during your cooperative education experience. Submit to Faculty advisor.	
#6	Due by the last week of semester	FINAL EVALUATION BY SPONSOR SUPERVISOR - Have sponsor supervisor complete the attached Final Evaluation and submit it to your Faculty advisor.	
#7	Due by the last week of semester	FINAL EVALUATION BY STUDENT - Complete the attached Final Evaluation and submit it to your Faculty advisor.	

**GEO 5900 GEOSCIENCE INTERNSHIP
CONTACT DATA**

Date: _____

Student Name: _____

"U" ID or SS#: _____

Mailing Address: _____

E-mail Address: _____

Home Phone: _____ Work Phone: _____

Major: _____ Grad. Date: _____

Sponsor: _____

Sponsor's Address: _____

Supervisor's Name/Title: _____

Supervisor's Work Phone: _____

Student's Title: _____

Internship Beginning Date: _____ Ending Date: _____

of Hours Per Week: _____

of Credit Hours Approved: _____

Semester/Year: _____

Please Submit to:

Faculty Advisor: Richard Jarrard (jarrard@mines.utah.edu) or Susan Halgedahl (shalg@mines.utah.edu).

GEO 5900 GEOSCIENCE INTERNSHIP
ASSUMPTION OF RISK AND WAIVER OF LIABILITY

This document must be completed in order to participate as an intern in the internship program sponsored by _____ (the "Program").

Participant (print full name): _____

I, the undersigned, am either the participant named above or the parent and/or legal guardian of the minor participant named above (both of whom are referred to herein collectively and individually as the "Participant"). I understand that participation in the Program is not a course or graduation requirement for the University of Utah and that Participant voluntarily participates in the Program. I am familiar with the activities, responsibilities, conditions and risks that are associated with participation as an intern or volunteer in the Program. I have read the Cooperative Education Internship Agreement between the University of Utah and the Program sponsor and I acknowledge and accept the terms of that agreement.

I understand that participation in the Program can include foreseeable and unforeseeable risks. Participant freely and voluntarily participates, or allows participation, in the Program with knowledge of the danger involved and agrees to assume and accept any and all risk of participation in the Program. I understand that the University of Utah does not assume any liability whatsoever for personal injuries or property damages to any person arising out of Participant's participation in the Program or other related activities. I also agree to release, indemnify and hold harmless the University of Utah from any and all liability and claims arising out of or related to Participant's participation in the Program, excepting only such liability or claims as may be caused by the sole negligence of the University of Utah.

Participant has adequate health insurance to cover the costs of treatment in the event of any injury. In the event of injury, I also consent to the providing of emergency aid or other medical care as may be appropriate under the circumstances.

_____ **I am signing this Agreement for myself as Participant.** I am eighteen (18) years of age and I understand the terms of this Agreement. I also acknowledge that this Agreement will bind my heirs and personal representatives.

Signature of Participant

Date

_____ **I am signing this Agreement on behalf of a minor Participant.** I am the Parent/Guardian of the Participant and I understand the terms of this Agreement. I also acknowledge that these terms will bind my heirs and personal representatives and the heirs and personal representatives of Participant.

Signature of Legal Guardian and/or Parent of Participant

Date

**GEO 5900 GEOSCIENCE INTERNSHIP
TASK-ORIENTED LEARNING OBJECTIVES**

Student Name: _____

Sponsor Name: _____

Supervisor Name: _____

The following objectives must be specific, measurable and related to the student's major course of study or career interests. The learning objectives must be originated by the student, approved by the sponsor supervisor and reviewed by the Career Services advisor or GG Internship Coordinator for validity and relative value.

1. _____

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2. _____

3. _____

4. _____

GEO Internship Agreement

We the undersigned agree with the validity of the learning objectives listed above. The sponsor and the college agree to provide the necessary supervision and counseling to ensure maximum educational benefit may be achieved from the student's experience.

Student Signature

Faculty Advisor Signature

Sponsor Supervisor Signature

GG 5900 GEOSCIENCE INTERNSHIP TECHNICAL REPORT REQUIREMENTS

GENERAL FORMAT

- Typed, double-spaced
- 5 pages in length
- Spell and grammar checked
- TITLE PAGE with name, major, course title, semester, sponsor's name, faculty advisor's name and internship advisor's names.

CONTENTS OF PAPER

Discuss in detail all technical aspects of this internship position. Information should include educational preparation and how it complemented or detracted from actual work assignments. This paper should not merely be a log of daily tasks, but should reflect research methods, problem solving and analysis, application of knowledge to projects, et al.

Please submit to:

Faculty Advisor: Richard Jarrard (jarrard@mines.utah.edu) or Susan Halgedahl (shalg@mines.utah.edu),
by last day of class for semester.

**GG 5900 GEOSCIENCE INTERNSHIP
SUMMARY OF INTERNSHIP WORK EXPERIENCE**

Sponsor name _____ **Student Name** _____

Sponsor address _____ **Major** _____

Semester _____

1. Description of work environment
 - a. Type of company
 - b. Hours of work

2. Task assignments
 - a. Description of internship assignment
 - i. Main duties and responsibilities
 - ii. Extra tasks beyond the scope of daily routines
 - iii. Special accomplishments and/or training

 - b. Human Relations
 - i. Type of supervision received
 - ii. Attitude of co-workers and supervisors toward internship. Were they helpful and supportive? Were questions encouraged?
 - iii. Company policies, procedures, or practices which enhanced or inhibited learning

 - c. Technical Content
 - i. List technical aspects of the job important to your career development.
 - ii. Discuss the relationship between your coursework and the job assignments.

3. Recommendations
 - a. Your recommendations about this assignment to prospective internship students.
 - i. Would you recommend this assignment to other students in your major or is it more appropriate for another major? If so, which major?
 - ii. If this assignment did not meet your expectations, would you still recommend this employer to other internship students?
 - iii. Comments and information that might be of interest to future interns.

Please submit to:

Faculty Advisor: Richard Jarrard (jarrard@mines.utah.edu) or Susan Halgedahl (shalg@mines.utah.edu).

**GG 5900 GEOSCIENCE INTERNSHIP
FINAL EVALUATION BY STUDENT**

Student Name: _____ Sponsor Name: _____

Part I - Rate the value of each of the following services or activities:

Evaluation Measures: 1 = very valuable 2 = worthwhile 3 = not very valuable

Service or Activity	1 2 3	Comments (continue on back of sheet if necessary)
Working on learning objectives		
Actual experience		
Learning from fellow workers		
Assistance from Career Services and GG Office		
Experience in general		

Part II

A. As a result of this experience, have you clarified or changed your career objectives? Explain briefly. Use other side of paper as necessary.

B. How has this internship helped you in your academic program? (Check each that apply)

<input type="checkbox"/>	Given me new interest in curriculum.	<input type="checkbox"/>	Motivated me to finish undergraduate degree.
<input type="checkbox"/>	Shown relevance of coursework to real world.	<input type="checkbox"/>	Motivated me to attend graduate school.

Other comments:

C. How did Career Services and the GG Office help you in your internship?

D. How could Career Services and the GG Office have helped you better?

E. What could your sponsor have done to improve your internship experience?

F. What could **you** have done to improve your internship experience?

G. Did you receive an offer to continue working for this employer? Explain.

H. Would you recommend the GG internship to other students?

Please submit to:

Faculty Advisor: Richard Jarrard (jarrard@mines.utah.edu) or Susan Halgedahl (shalg@mines.utah.edu).