



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.

INTERNSHIP SPONSOR FORM

University of Utah Department of Geology & Geophysics, and University of Utah Career Services.

For spring semester placements, please return this form by THURSDAY, DECEMBER 28, 2000 to:

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

SPONSOR NAME (your name) _____

Note: The Sponsor Name should be the person who would directly oversee the student work.

TITLE _____

ORGANIZATION _____

STREET ADDRESS _____

CITY, STATE, ZIP CODE _____

PHONE _____ FAX _____

EMAIL _____

TYPE OF INTERN WORK (e.g., field assistant, computer work, GIS, well log descriptions, geotechnician, etc.):

BRIEF PROJECT DESCRIPTION FOR A STUDENT INTERN:

LEVEL OF EXPERTISE/EXPERIENCE REQUIRED FOR STUDENT INTERN:

(e.g., requires knowledge of introductory geology, mineralogy, and petrology courses, etc.)

SEMESTER YOU WOULD LIKE INTERN _____ Year _____

"Spring" (mid Jan. to late Apr.) "Summer" (mid May – early August) "Fall" (late Aug. - early Dec.)

NUMBER OF HOURS/WEEK _____ (Maximum of 15 hrs/week)

Students register for 1 University credit hour for each 5 hrs/week worked, up to 3 credit hours)

SPECIAL COMMENTS/CONCERNS:

SPONSOR CHECKLIST

	DUE DATE	ITEM
#1	Before student begins internship.	Submit complete <u>Internship Agreement</u> to: Richard Jarrard or Susan Halgedahl, Dept. Geology & Geophysics, fax (801) 581-5065.
#2	Within the first two weeks of the semester	Meet with intern to assist them in determining their four (4) <u>Task-Oriented Learning Objectives</u> which will target specific responsibilities within their job description. These objectives must be worthwhile, achievable and measurable action statements. Submit form to: Richard Jarrard or Susan Halgedahl, Dept. Geology & Geophysics, fax (801) 581-5065.
#3	Due by the end of the seventh week of the semester.	MIDTERM EVALUATION BY SPONSOR SUPERVISOR - Complete the attached <u>Midterm Evaluation</u> and submit it (or have intern submit it) to: Richard Jarrard or Susan Halgedahl, Dept. Geology & Geophysics, fax (801) 581-5065.
#4	Due by the last week of semester	FINAL EVALUATION BY SPONSOR SUPERVISOR - Complete the attached <u>Final Evaluation</u> and submit it (or have intern submit it) to: Richard Jarrard or Susan Halgedahl, Dept. Geology & Geophysics, fax (801) 581-5065.

TIPS FOR INTERNSHIP SPONSORS

- * **Be very clear about the expectations you have of the student.**
 - o Assist them in setting up specific goals that you expect them to achieve during the course of the internship.
 - o Give the students a clear idea of the hours they will be expected to work each week.

- * **Provide students with an introduction to the “corporate culture” of your workplace.**
 - o Dress code (or lack thereof)
 - o Management style (Will they be micro-managed, or allowed to work on their own?)

The more information you provide to the student at the beginning of their experience, the less chance there is for confusion and misunderstanding throughout the internship!

If at any point during the internship you have questions or concerns, please do not hesitate to contact us.

GEO ACADEMIC INTERNSHIP COORDINATORS:

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

**GG 5900 GEOSCIENCE INTERNSHIP
UNIVERSITY OF UTAH COOPERATIVE EDUCATION / INTERNSHIP AGREEMENT**

Student Name: _____

This Cooperative Education / Internship Agreement is entered into this ___ day of _____, 2001 between the University of Utah, on behalf of its Department of _____ (the "University"), and _____, ("Sponsor"), to develop and implement work experience/internship and career exploration opportunities with Sponsor (the "Program") for students of the University.

1. Obligations of University. The University agrees to:
 - (a) Select students of the University who are eligible to participate in the Program (the "Students").
 - (b) Designate a member of the University faculty or staff to act as an advisor for Students and to act as liaison between University and Sponsor on matters relating to the Program.
 - (c) Retain primary responsibility for the education, guidance and evaluation of Students.
2. Obligations of Sponsor. Sponsor agrees to:
 - (a) Create work descriptions and job assignments, and supervise Students in the Program.
 - (b) Appoint a supervisor to provide oversight of the Program and to act as liaison between the University and Sponsor.
 - (c) Provide feedback to Students participating in the Program, including a written evaluation (form to be provided by the University).
 - (d) Sponsor acknowledges that Sponsor is responsible for the supervision and oversight of Students while participating in the Program, and that the University does not assume any responsibility for the acts or omissions of Students while participating in the Program.
3. Insurance. At all times during the term of this Agreement, Sponsor shall secure and maintain commercial general liability insurance covering Sponsor, its employees and Students participating in the Program, in such form and amounts as may be commercially reasonable for the nature of Sponsor's business. Upon request, Sponsor shall provide certificates of proof of the insurance coverage required herein.
4. Term. The term of this Agreement will begin on _____ and end on _____. University may terminate this Agreement with or without cause upon thirty (30) days written notice to Sponsor.
5. Governing Law. This Agreement shall be interpreted and construed in accordance with the laws of the State of Utah, without application of any principles of choice of laws.

UNIVERSITY OF UTAH

SPONSOR

By: _____

By: _____

Title: _____

Title: _____

DEPARTMENT of _____

Company: _____

By: _____

Date: _____

Title: _____

SPONSOR COPY
GG 5900 GEOSCIENCE INTERNSHIP
MIDTERM EVALUATION BY SUPERVISOR

Directions to Sponsor Supervisor: This form is designed to help the student understand how his/her performance is perceived. Please meet with the student and discuss your evaluation.

Student _____

1. Consistently demonstrates ability and willingness to learn new things.
 Sometimes demonstrates ability and willingness to learn new things.
 Rarely demonstrates ability and willingness to learn new things.
2. Consistently exhibits a positive attitude.
 Sometimes exhibits a positive attitude.
 Rarely exhibits a positive attitude.
3. Consistently exhibits a good work ethic such as staying on task, punctuality, working agreed hours.
 Sometimes exhibits a good work ethic such as staying on task, punctuality, working agreed hours.
 Rarely exhibits a good work ethic such as staying on task, punctuality, working agreed hours.
4. Consistently demonstrates creativity and innovation beyond assigned work.
 Sometimes demonstrates creativity and innovation beyond assigned work.
 Rarely demonstrates creativity and innovation beyond assigned work.
5. Consistently produces a high quality of work.
 Sometimes produces a high quality of work.
 Rarely produces a high quality of work.
6. Consistently uses effective written and/or verbal communication skills.
 Sometimes uses effective written and/or verbal communication skills.
 Rarely uses effective written and/or verbal communication skills.
7. Consistently exhibits good problem solving skills.
 Sometimes exhibits good problem solving skills.
 Rarely exhibits good problem solving skills.
8. Consistently gets along well with coworkers and supervisors.
 Sometimes gets along well with coworkers and supervisors.
 Rarely gets along well with coworkers and supervisors.
9. Please note additional comments.

Student Signature

Supervisor Signature

Date

Please submit to:

Faculty Advisor: Richard Jarrard (jarrard@mines.utah.edu) or Susan Halgedahl (shalg@mines.utah.edu),
fax 581-7065.

SPONSOR COPY
GG 5900 GEOSCIENCE INTERNSHIP
FINAL EVALUATION BY SPONSOR

Directions to Sponsor Supervisor: This form is designed to help the student understand how his/her performance is perceived. Please meet with the student and discuss your evaluation.

Student _____

SKILLS MASTERY

1. What technical skills does the student contribute to your organization?

2. What personal attributes does the student demonstrate, i.e. leadership, team player, organizational, work ethic, etc.?

UNIVERSITY PREPARATION

3. How well has this university education prepared the student to be successful?

4. If you were able to contribute suggestions regarding academic curriculum for students, what would they be?

CORPORATE CULTURE

5. Does the student understand the goal of the organization and their role in its success?

6. How does the student measure up to existing employee standards? If a job were available when the student graduates, would you offer a full time position?

7. As an experienced professional in a field related to this student's area of study, you have valuable insight into what is required to be successful on the job. What advice would you give that would contribute to his/her preparation for a chosen career?

Student Signature

Supervisor Signature

Date

Please submit to:

Faculty Advisor: Richard Jarrard (jarrard@mines.utah.edu) or Susan Halgedahl (shalq@mines.utah.edu), fax 581-7065.

“Tax Deductible Donations”

If possible, we request internship sponsors consider a \$100 donation per student credit hour which will be used to help students defray the costs of their tuition credit hours, and will be used to help recruit new students to the internship program. If sponsors have additional monies that might normally be used to pay students, however modest, we will gladly accept "student salary" as a tax-deductible donation.

Tax-deductible contributions for the “INTERNSHIP PROGRAM” may be made to the Department of Geology and Geophysics. All funds received will be used for the benefit of the INTERNSHIP PROGRAM.

Please make checks payable to "***The University of Utah***" and send to:

The Department of Geology and Geophysics
The University of Utah
135 South 1460 East, Room 719
Salt Lake City, UT 84112-0111

ATTN: INTERNSHIP PROGRAM