

To: Students Participating in GEO 5900

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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!