



The City University of New York

Department of Geography and Environmental Science

695 Park Ave., New York, NY 10065

Phone (212) 772-5322 Fax (212) 772-5268

GTECH 78801, 78802, 78803

GeoInformatics Internship

Credits 1 to 3

Course Organization and Content

The number of credits for this course is flexible in the range from 1.0 to 3.0 and commensurate with the number of hours that the student is working with the outside employer or the complexity of the task. The determination of the number of credits is made as part of drawing up the independent study contract and is subject to the judgment of the two co-supervisors. Students are expected to apply and expand on the knowledge they gained in their graduate classes to assist solving a real world GeoInformatics problem. In most instances, this will be a software solution, although contributing to a drone or sensor design is permissible as would be a thorough systems analysis of the employer's workflow. The independent study contract has to spell out meeting times and deliverables.

Expected Learning Outcomes

This course is intended for the MS GeoInformatics program, a professional degree program with emphasis on marketability of its graduates. Part of this endeavor is provide students with the experience of seeing how geo information is used in a larger enterprise context and for employers to venture into risky endeavors that are in the interest of the employer but too risky from a business perspective. In close collaboration between the employer and the faculty supervisor, the student will:

- Develop a work plan for GeoInformatics related tasks;
- Perform a review of similar endeavors;
- Communicate with different supervisors and negotiate competing academic and professional demands;
- Reflect on what taught in class and how it relates to the internship experience;
- Constructively critique the internship experience.

Method of Evaluation:

In addition to the required number of hours students must work, the final course grade is 20% for communication with both supervisors and adherence to meetings scheduled and 80% on the final report.

Academic Integrity Statement (required): "Hunter College regards acts of academic dishonesty (e.g., plagiarism, cheating on examinations, obtaining unfair advantage, and falsification of records and official documents) as serious offenses against the values of intellectual honesty. The College is committed to enforcing the CUNY Policy on Academic Integrity and will pursue cases of academic dishonesty according to the Hunter College Academic Integrity Procedures."

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AccessABILITY Statement: (recommended): “In compliance with the American Disability Act of 1990 (ADA) and with Section 504 of the Rehabilitation Act of 1973, Hunter College is committed to ensuring educational parity and accommodations for all students with documented disabilities and/or medical conditions. It is recommended that all students with documented disabilities (Emotional, Medical, Physical, and/or Learning) consult the Office of AccessABILITY, located in Room E1214B, to secure necessary academic accommodations. For further information and assistance, please call: (212) 772- 4857 or (212) 650-3230.”

Hunter College Policy on Sexual Misconduct (required) “In compliance with the CUNY Policy on Sexual Misconduct, Hunter College reaffirms the prohibition of any sexual misconduct, which includes sexual violence, sexual harassment, and gender-based harassment retaliation against students, employees, or visitors, as well as certain intimate relationships. Students who have experienced any form of sexual violence on or off campus (including CUNY-sponsored trips and events) are entitled to the rights outlined in the Bill of Rights for Hunter College.

- a. Sexual Violence: Students are strongly encouraged to immediately report the incident by calling 911, contacting NYPD Special Victims Division Hotline (646-610-7272) or their local police precinct, or contacting the College's Public Safety Office (212-772-4444).
- b. All Other Forms of Sexual Misconduct: Students are also encouraged to contact the College's Title IX Campus Coordinator, Dean John Rose (jtrose@hunter.cuny.edu or 212-650-3262) or Colleen Barry (colleen.barry@hunter.cuny.edu or 212-772-4534) and seek complimentary services through the Counseling and Wellness Services Office, Hunter East 1123.

CUNY Policy on Sexual Misconduct Link:

<http://www.cuny.edu/about/administration/offices/la/Policy-on-Sexual-Misconduct-12-1-14-with-links.pdf>

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Dear Internship Supervisor:

Thank you for agreeing to supervise the internship of a Hunter College MS GeoInformatics student. I hope that this arrangement will benefit both your organization and our students.

Student interns are expected to be productive members of the host organization, assigned meaningful duties, and given responsibilities commensurate with their level of experience. Please fill out and return to me the Internship Data Sheet which profiles your organization and describes the intern's duties. For your convenience, a pre-printed description may be attached to the form.

The attached packet also includes a Policy Sheet and evaluation forms. Interns are to be evaluated twice during a semester, once in the middle of the term and again at the end of their appointment. We use these to determine whether the student receives credit for the internship. Please return, directly or via the student, the Mid-Semester Report and Final Evaluation Report to the program advisor in a timely manner. If an extension is needed, please also inform the advisor timely.

The department appreciates the time and effort you will spend with the student and look forward to a continuing relationship with your organization.

Very truly yours,

MS GeoInformatics Program Adviser

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TO ALL INTERNSHIP PARTICIPANTS:

In order to ensure that the department has accurate information concerning your internship for this semester, **PLEASE COMPLETE AND SIGN THIS INTERNSHIP SCHEDULE CONFIRMATION FORM** and return it (in person, by mail, or fax) to the Department of Geography and Environmental Science office.

INTERNSHIP SCHEDULE CONFIRMATION FORM

Your name: _____

Your address: _____
Street address/apartment City State Zip

Your phone: _____

Host organization: _____

Host supervisor (name & title): _____

Host organization address: _____
Street address City State Zip

Starting date: _____ Ending date: _____

Number of internship credits _____ through the Department of Geography and Environmental Science.

MS GeoInformatics Adviser's signature: _____

Although most internship placements turn out to be very satisfactory, we want to stress that if you are having problems of any kind, before the internship begins, or while it is in progress, please let us know. It is much better to mention problems to us than to go through a whole semester unhappily. Often what may seem an impossible situation to you can be solved by discussions between you and your internship supervisor, or in extreme cases, with intervention from our office.

As a participant in this semester's program, I understand that it is my responsibility to notify the MS GeoInformatics Adviser of any changes to the information provided.

Your signature: _____ Date: _____

Your email address: _____

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INTERNSHIP POLICY SHEET

ABSENCES:

1. Personal illness, national holidays and Hunter College holiday constitute legitimate reasons for students missing a regularly scheduled “day” at the internship.
2. In each case, however, the host institution has the right to require that the hours be made up at another time.
3. Interns should be sure that the host organization is made aware **in advance** of impending absences.

PROBLEMS:

1. Problems arising between the student and host organization should be aired between those two parties as soon as possible.
2. The MS GeoInformatics Adviser can be consulted at any time and should be brought in on the matter by one party or another.

DROPPING OF AN INTERNSHIP:

1. Only when a serious problem arises and all avenues of resolving it have been explored should a student decide to withdraw from the internship.
2. The student should inform the host institution verbally and in writing of the need to drop the internship. One week’s forewarning seems reasonable.
3. A copy of the letter is to be sent by the student to the MS GeoInformatics adviser where it will be put on file.
4. These two notification, to the host organization and the Department of Geography and Environmental Science office, are the student’s responsibility and are important in not jeopardizing the department’s relationship with the host.
5. If, after accepting the intern, the host organization realizes that circumstances have altered to such an extent that the student’s presence may not be needed or that the student will not be able to undertake the responsibilities outlined in the interview, the host organization should make this known immediately both to the student and to the MS Advisor. The student can then fairly decide whether to continue with the internship or to seek a new assignment with the help of the Department.

CHANGES IN HOURS/CREDITS:

1. Students and host organizations should try to ascertain at the initial interview what a realistic and workable work schedule is.
2. Changes are difficult and time-consuming to make once the semester is underway: early notification of change (within the first two weeks of the semester) is mandatory.

CREDIT AND PAYMENT:

1. Credits are in lieu of remuneration; thus, salaried employment cannot also be used as an internship except in exception cases requiring special permission.

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2. As an internship is in lieu of a classroom course, a student pays on a per credit basis for internships as for any other course.

PAPERS:

1. All participating students are required to write an analysis and evaluation paper, which is to be submitted by the official last day of classes for any given semester.
2. Midway into the fall and spring semesters, each student's site supervisor must fill out a progress report. This form is included in this packet.
3. A final letter giving a detailed evaluation of the student's work is required of each host organization one week before the end of the internship (the last official day of classes for the semester). This form is also included in this packet.
4. With appropriate permission, applying students are permitted to look through the paper of a previous intern in order to get an idea of what the internship experience is like at a particular place.

HOURS/CREDITS RATION: fall and spring semesters

CREDITS	HOURS PER WEEK	WEEKS	TOTAL HOURS
1	5~6	15	80
2	10~12	15	160
3	15~20	15	240

1. As a general rule, no student can earn more than three (3) internship credits during a given semester.
2. During the exceptionally short summer term, an intern must put in the same **TOTAL** number of hours that she/he would during the other two 15-week semesters. These may be compressed within the confines of the six week term, eight week term, or spread out over as much of the summer as is agreeable to both student and host. Thus, the "hours per week" category becomes highly flexible and is worked out on an individual basis.
3. Students electing to extend their internship beyond the end of the term must be aware that this will necessitate their getting a temporary **IN** (incomplete) grade. The **IN** will be changed immediately upon receipt of the student paper and the host evaluation letter.

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MS GEOINFORMATICS PROGRAM INTERNSHIP DATA SHEET

Organization:_____

Address:_____

Site Supervisor:_____

Phone:_____

Date:_____

Note: a pre-printed description of your program may be attached to this sheet.

Brief description of unit/operation (set-up, size, staff, hours, etc.):

Description of proposed internship activities (projects, duties, responsibilities, etc.):

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What kind of learning experience do you think this will provide the intern?

What prior skills or academic courses would be helpful?

Specific time requirements (flexible: days, evenings, weekends, etc.):

Intern's site supervisor(s). Please elaborate on type and degree of supervision the intern should expect to receive:

Internship being offered: 1) on a semester basis (check one: spring____ summer____ fall____)
2) Depends on needs and circumstances ____ 3) Other _____

Will the intern receive any financial compensation? _____

Submitted by: _____ Date: _____
Name and title

Please return to: **Department of Geography and Environmental Science
Hunter College-CUNY
695 Park Avenue, HN1006
New York, NY 10065**

If you would like to call: 212-772-5265
Fax: 212-772-5268

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HUNTER COLLEGE INTERN'S MID-SEMESTER REPORT

Name of Intern: _____

Intern's schedule: _____

Dear Internship Host Supervisor:

We hope that this semester's service-learning experience is evolving toward a level of mutual satisfaction and benefit for both you and your intern.

Would you please sign this letter and return it to us as your confirmation that the student is there and that his/her schedule of hours is correct. (As long as the intern completes the required number of hours as agreed to by the intern, host organization, and our office, schedule adjustments are permissible.)

We also request that you give us your comments on the intern's progress to-date on the next page. Aspects of the intern's performance that you should address include: carrying out assigned responsibilities; adapting to the pace, environment, and people at your organization; punctuality; reliability; possession of aptitude and attitude suited to the intern's position; and current intern projects.

A final evaluation of the intern's performance is required at the end of the semester.

If you have any questions or matters you would like to discuss, please do not hesitate to call the Department of Geography and Environmental Science at 212-772-5412.

We would appreciate your returning this confirmation/progress report letter at your earliest convenience. You can either return it directly to the program advisor or ask the student to submit it to the advisor. Thank you for your cooperation and your continued interest and participation as a host organization.

Very truly yours,

MS GeoInformatics Adviser

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Site Supervisor's name and signature

Date: _____

BRIEF EVALUATION OF THE INTERN'S PROGRESS TO-DATE:

Intern's name:_____

Thank you for your assistance.

Please return this confirmation letter to the Department of Geography and Environmental Science,
Hunter College-CUNY, 695 Park Avenue – HN1006, New York, NY 10065.

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FINAL EVALUATION REPORT ON INTERN

Semester: Fall____ Spring____ Summer____, Year____

Name of intern: _____

Host organization: _____

Host supervisor: _____

Please respond to the following statements by circling the appropriate number. Comments are encouraged; space is provided on the back side of this sheet for this purpose.

	ALWAYS	USUALLY	SOMETIMES	RARELY	NOT OBSERVED
1. Is reliable in getting to work on time and keeping engagements.	4	3	2	1	N/O
2. Is dependable in fulfilling assignments.	4	3	2	1	N/O
3. Is capable of working with little supervision.	4	3	2	1	N/O
4. Uses good judgment and common sense in completing assignments.	4	3	2	1	N/O
5. Accepts criticism and uses suggestions.	4	3	2	1	N/O
6. Is willing to assume responsibility.	4	3	2	1	N/O
7. Exhibits a positive attitude.	4	3	2	1	N/O
8. Works effectively with co-workers.	4	3	2	1	N/O
9. Is willing to arrive early/stay late to get a task completed.	4	3	2	1	N/O

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	ALWAYS	USUALLY	SOMETIMES	RARELY	OBSERVED
10. Persists in the face of disappointment or indifference.	4	3	2	1	N/O
11. Adjusts well to new situations.	4	3	2	1	N/O
12. Manages time efficiently.	4	2	2	1	N/O
13. Demonstrates initiative in situations that call for action.	4	3	2	1	N/O
14. Demonstrates subject matter competency.	4	3	2	1	N/O
15. Is capable of solving problems related to assigned tasks.	4	3	2	1	N/O
16. Demonstrates professionalism.	4	3	2	1	N/O

COMMENTS:

Supervisor's name and signature

Date:_____

Please return this Final Evaluation to the Department of Geography and Environmental Science,
Hunter College-CUNY, 695 Park Avenue – HN1006, New York, NY 10065.