GIS Certificate Internship Requirements

Updated: May 4, 2016

1. Minimum hour requirements:
   a. 10 hours a week for at least 12 weeks for a 3 credit hour internship
   b. 14 hours a week for at least 12 weeks for a 4 credit hour internship
   c. 18 hours a week for at least 12 weeks for a 5 credit hour internship
2. Credit will only be given during the semester the internship is conducted. Credit will not be given retroactively.
3. Minimum of 80% of the internship time must be spent learning/applying GIS skills.
4. Internship needs to provide meaningful work for the student.
   a. Meaningful work is defined as providing a learning experience in a work environment. The work responsibilities must require higher level skills related specifically to GIS/Geospatial technology.
5. The internship should be purposeful and incorporate active learning with the student an active participant in all stages of the experience.
6. **Before the start of the internship, a learning contract much be written between the faculty advisor, the internship supervisor on location, and the student. The contract should state the conditions of the work assignments, the supervisor contact information (telephone, mailing address, and email address), number of credits, learning goals (minimum of 5), and methods of evaluation of the work.
   a. The learning contract should be submitted in Business Memo format.
7. Students must keep their faculty internship advisor updated on the progress of the internship while away from campus.
8. Students will submit a log of hours worked along with a detailed description of the GIS tasks performed to the faculty advisor. The faculty advisor will then submit the hours to the internship supervisor for formal approval.
9. At the completion of the internship, the student must make an oral presentation to the faculty advisor and the public describing the internship experience and demonstrate completion of the agreed upon learning goals.
10. An internship grade (letter or pass/fail) will not be submitted until the completion of the oral presentation.

** Students must submit this component to the faculty advisor before a registration permission code is issued.

Note: Partly adopted from (https://cals.cornell.edu/academics/student-research/internship)
Examples of Learning Objectives and Evaluation Methods:

<table>
<thead>
<tr>
<th>Skill</th>
<th>Method of Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrate ability to create and edit metadata</td>
<td>Intern shall submit examples of completed metadata</td>
</tr>
<tr>
<td>Demonstrate a proficiency in developing spatial models using ArcGIS Model Builder</td>
<td>Intern shall submit a model built using ArcGIS Model Builder that automates a spatial modeling process</td>
</tr>
<tr>
<td>Design data models to fit specific types of data</td>
<td>Intern shall provide a data schema that was developed for a specific data set</td>
</tr>
<tr>
<td>Enhance knowledge of cartographic principles</td>
<td>Intern shall provide examples of applied cartographic principles</td>
</tr>
<tr>
<td>Understand the GIS workflow to perform a specific procedure</td>
<td>Intern shall provide an outlined workflow that accomplishes a specific procedure</td>
</tr>
<tr>
<td>Strengthen understanding of projections and data conversion</td>
<td>Intern shall demonstrate an understanding of projections and data conversions through provided data and cartographic work</td>
</tr>
</tbody>
</table>