GGS Internship Procedures

The following procedure is for students wishing to register for GGS internship credit.

1. **Arrange an internship** with a private company, a governmental agency, a non-governmental organization, or some other entity with an interest in Geography or Geoinformation Science, and the ability to manage an intern. Identify a specific point of contact that will manage your internship.

2. In consultation with the outside internship manager, **create a statement of the work** you will perform with explicit descriptions of the educational benefits you will receive. To be approved for academic credit, the experience must be structured and supervised. The internship must be relevant to GGS, allow you to gain new skills and knowledge and be related to your career interests. Although internships may be paid, most part-time jobs are not eligible for academic credit. The statement should include the contact information of your internship supervisor.

3. Establish a GGS faculty member (full-time, preferably tenure track) that will serve as a liaison for your internship. Present the statement of work to the faculty advisor and give them an opportunity to review it and ask for changes, additions, or deletions.

4. When the faculty advisor has approved the internship statement of work, obtain and fill out the Individualized Section Form ( [http://registrar.gmu.edu/wp-content/uploads/IS.pdf](http://registrar.gmu.edu/wp-content/uploads/IS.pdf) ). Once the advisor has signed this form, take it to the GGS department for processing. When this form is processed the internship course will be available to you through the registrar.

   a. 3 credits will be issued for students working at least 150 hours (10 hours a week for 15 weeks) and scaled down as appropriate. *Internships with a greater hourly load will not be granted additional credits.* Credit is not given for work previously done, or for work that would have been done in any case due to an existing employment relationship.

   b. Keep in mind that you will need to pay GMU for the internship credits.

5. At the end of the semester, evidence of the work performed must be submitted to the faculty advisor. This may take the form of a summary essay, a term paper, a web site, a series of maps, or some other product that is described in the statement of work. The faculty advisor may consult with the internship manager to determine the extent to which the goals of the internship have been met and how the internship work has advanced your education. The faculty member should receive the completed work by the last day of classes.