

Internship Experience

GEOG 4920 – Fall 2025 Course Syllabus

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Office hours: W 3:30-5 PM, F 1-2 PM, or by appointment via Zoom

(<https://unt.zoom.us/j/83108273872>)

COURSE DESCRIPTION

Internships offer a chance to implement the knowledge and skills acquired in the classroom within real-world contexts, including government, private sector, or non-profit organizations. This experience enables you to cultivate abilities that are not typically covered in academic settings, such as professionalism, interpersonal communication, and organizational skills. More importantly, an internship provides you with practical experiences, familiarizes you with potential work environments, and allows you to assess the opportunities available to you as a geographer. Additionally, it facilitates the establishment of a professional network that can support you well beyond your college graduation. The internship experience will assist you in organizing both your future academic pursuits and the trajectory of your professional aspirations.

COURSE REQUIREMENTS

- Minimum of 3.0 GPA in the major
- Internship should be at least 120 hours or about 8 hours per week during the semester
- Complete the application process prior to the beginning of the semester

COURSE OBJECTIVES AND LEARNING OUTCOMES

- **Apply** skills you have developed in Geography courses in a professional setting.
- **Build** proficiency in a new range of industry skillsets relevant to your career path.
- **Engage** with supervisors, coworkers, clients, experts, etc. to gain insight into workplace dynamics, professional expectations, and industry culture.
- **Develop** confidence in working collaboratively and the ability to adapt to change.
- **Refine** leadership and communication skills in a real-world setting.
- **Evaluate** professional and career goals through reflection on the internship experience and preparation of the summary report.

GRADING

Weekly Journals	45%
Project	40%
Revised Resume	5%
Final Timesheet	5%
Supervisor Evaluation	5%

- Grades are calculated as follows:

A	90-100
B	80-89.4
C	70-79.4
D	60-69.4
F	<59.5

Weekly Journals: Each week take notes on your experience in the internship, and then collect them in a weekly journal entry due on Canvas. Certainly keep track of your duties, activities, what you learned, funny/difficult/inspiring moments, but also consider your accomplishments that week (and cumulatively to this point) in the broader context of your career goals and what you may have left to accomplish in and out of the classroom in the time you have left as a student at UNT.

- ⇒ If you have difficulty getting started, please contact me and we can discuss, or see this document from [Smith College](#), or this one from [Swarthmore](#), with ideas of how to keep internship journals.

Timesheet & Supervisor Evaluation: At the end of the internship, submit a document the total number of hours/week you completed. Additionally, turn in an evaluation by your immediate supervisor. If your internship extends beyond the end date of the course, or your supervisor cannot provide one, we can discuss. This is a requirement in part to ensure you have a letter of recommendation completed while your contributions and performance are still fresh in the mind of your supervisor.

Revised Resume: Submit your revised resume that includes your internship experience.

Final Project*:** A final project reflecting the experiences and skills gained during your internship is due on the first day of Finals. The department requires the following to be included:

- Introduce the internship by describing the following:
 - Your career goals.
 - The company/organization and how it fits into your career goals.
 - Your duties as an intern in the company organization.
- Describe the projects/tasks completed along with skills used in each task.
- Describe the professional development you experienced in the internship setting.
- Format: an E-portfolio including samples of your work such as maps, photos, charts, flow charts, outlines, meeting agenda, etc., anything you can assemble and present on. Make an appointment with your faculty sponsor and present on your work and output. Submit a written report to faculty sponsor (10 double-space pages, 12 pt font, not including references, pictures, charts).

***** Detailed requirements of your final report depend on your agreement with faculty sponsor.**

REQUIRED TEXTBOOKS

- There is no required textbook. All readings/films will be posted to Canvas.

Make-up Policy: If you must miss an assignment to attend a religious holiday, or due to a family obligation, please contact me **at least one (1) week in advance** of the class or due date. If you are ill, you must let me know by e-mail in advance of the due date. If you do not tell me until the due date has passed, **you will lose a letter grade for each day that you are late in giving me notice.**

Extra Credit: The Geography Department **does not allow** extra credit.

Accommodations: The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the Office of Disability Accommodation website at <http://www.unt.edu/oda>. You may also contact them by phone at 940-565-4323.

Academic Dishonesty & Acceptable Student Behavior: Students caught cheating or plagiarizing will receive a "0" for that particular assignment or exam. Additionally, the incident will be reported to the Office of Student Rights and Responsibilities for further penalty. Remember that you have agreed to follow the UNT Code of Student Conduct. "Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. *Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student's conduct violated the Code of Student Conduct.* The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc."

- The Code of Student Conduct can be found at: <https://studentaffairs.unt.edu/dean-of-students/conduct/index.html>

According to UNT's webpage on [AI, Plagiarism, and Academic Integrity](#):

- AI **should not be** used to assist in writing papers, searching for sources, or creating citations. Some citations provided by AI are not reliable.
- AI **can be** used to help students develop an outline for a paper, generate ideas, and learn a citation style.

The "Plagiarism Review" feature in Canvas will be enabled for all essays and project reports. This will automatically generate both the similarity and AI detection rate for each submission. If either the similarity or AI rate is high (above 30%), the flagged sections will be reviewed to determine whether (1) the student should be asked to rewrite and resubmit the assignment, or (2) further action is needed.