

GUIDELINES FOR GEOSCIENCE INTERNSHIP

1. Purposes

The purposes of the internship in geosciences are (a) to enable senior geoscience majors to apply what they have learned in the classroom to job situations and (b) to gain practical experience in industry to broaden their geoscience training.

2. Student Eligibility Requirements

The interning student must be of senior classification and must not be on academic warning or probation. The student must also have completed all required 1000 and 2000 level courses, and at least five upper-level geoscience courses, or courses in their area of specialization. Students must have a grade of C or better in the following required courses: Math 1073, Chemistry 1054 and 1084. Concurrent enrollment in ES4843 Internship.

3. Internship Arrangements and Credit Earned

- a. Maximum credit for internship is 3 units. To qualify for maximum credit the student must spend at least 135 hours during the semester working within an approved situation. The time spent in preparing the final written and oral reports is not considered work time.
- b. Typed and oral reports are required at the end of the intern period. See 5d for details. Internship plans will be approved by the professor in charge of the Geoscience Internship Program. Employment by a close relative will not qualify a student for internship without prior approval of the intern advisor.
- c. The purpose of the internship is to gain practical experience in a geoscience field. Thus it is necessary to engage in a variety of tasks. Simple employment in which the which the same task is repeated for the duration is not acceptable. Examples such as drilling helpers, and data entry technicians would not be acceptable. It is expected that the work will be performed under the supervision of a professional geoscientist or environmental professional.

4. Departmental Responsibility

- a. The Tarleton Geoscience Intern Advisor will be responsible for approving the internship.
- b. The intern advisor will execute a written arrangement between the student, sponsor and Department of Chemistry and Geosciences, Tarleton State University. This agreement will be signed by all parties prior to internship.
- c. The intern advisor will visit the intern on the job if needed and in cooperation with the employer to monitor the student's progress and performance.
- d. The intern advisor will compile the sponsor's evaluation and grade the student's written report. The oral presentation will be graded by the members of the geoscience faculty of Tarleton present for the interview. All grades will then be compiled and a final grade of A, B, C, D, F or K will be determined.

5. Student's Responsibility

- a. It is the student's responsibility to procure the internship. The faculty member in charge may have suggestions and/or opportunities.
- b. The intern will act as a mature, responsible professional in all aspects of the relationship with the sponsor. This includes compliance with the work schedule arranged by the sponsor and intern advisor, arriving at work at the designated time, and completion of all tasks agreed upon by the intern advisor and sponsor.
- c. The student is expected to display integrity and good moral behavior. All projects are to be considered confidential and any unauthorized disclosure of information is grounds for dismissal. Unacceptable moral conduct will also result in dismissal from the internship program.
- d. Submit three copies of the comprehensive, typed report. Include a detailed account of work conducted by the student, information about the type of work done by the sponsoring organization, and the benefit of a geoscience background in this area of work. The three copies will be distributed to the internship advisor, the Geosciences Department Head, and the intern's sponsor. The intern will also present an

oral account during an interview with the geoscience faculty at Tarleton outlining the internship experiences. All written and oral information is confidential.

6. Sponsor's Responsibility

- a. The student is a trainee geoscientist. Therefore, the internship should be in a geoscientist position. The sponsor should recognize that the intern is still in training status. However, the sponsor should expect the intern to be equipped with sufficient knowledge and skill to repay the sponsor's investment of time and expense.
- b. There is much that cannot be taught in a geoscience classroom or laboratory. Therefore, the sponsor will fill an important role in the education of the intern. For this reason, the sponsor should help the student experience as many aspects of professional geoscience as possible.
- c. It is the responsibility of the sponsor to contact the intern advisor if the student's performance is unsatisfactory. The value of the internship program is in providing the student with substantial work experience. This can only be possible if there is a good relationship between the student, sponsor and intern advisor.
- d. The sponsor is asked to specify if compensation in the form of salary, meals, lodging or transportation is to be provided.
- e. It is the responsibility of the sponsor to provide for a reasonably safe working environment for the intern.