I. Locator Information:
Instructor: Dr. Rakesh Malhotra
Course # and Name: GEOG 490 Geography Internship
Semester Credit Hours: 3 hrs
Office Location: JKSA 101A
Office hours: 11:00 AM – noon; 1 PM – 3 PM (MWF)
Day and Time Class Meets: 12:00 – 12:50 MWF
Office Phone: 672-2628
Email address: rmalhotr@uncfsu.edu

II. Course Description:
The internship offers students the ability to apply subject matter learned in the classroom to simulated and/or real world problems and environments. Students can use skills acquired in this course to build exemplars and/or gain experience in the workforce that lead to future employment opportunities.

Course Learning Outcome: Assist in fulfilling the FSU mission to serve the greater community by providing quality products in the form of a student/participant that has the skills, knowledge and abilities to assist in projects that will move the mission and goals of the organization forward.

III. Disabled Student Services: In accordance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act (ACA) of 1990, if you have a disability or think you have a disability to please contact the Center for Personal Development in the Spaulding Building, Room 155 (1st Floor); 910-672-1203.

IV. Textbook: None specified

V. Student Learning Outcomes
   Upon completion of this course, students will:
   • Individually or as a team develop and implement a specific project with the internship employer.
   • The students will prepare a detailed report on their internship experience that demonstrate knowledge of the discipline and enhance their writing skills.
   • Hone their ‘soft skills’ via the internship experience and gain practical knowledge.
   • Apply geospatial principles to real world problems.
   • Create a product that demonstrates understanding of the relationship between their classroom learning and its application in a real world setting.

VI. Course Requirements and Evaluation Criteria
   a. Grading Scale
   The university grading scale applies:
      A = 92% - 100% - Exceptionally High
      B = 83% - 92% - Good
      C = 73% - 82% - Satisfactory
      D = 64% - 72% - Marginally Passing
      F = 63% or less - Failing
b. Attendance Requirements:
Students are expected to present at the internship site punctually and dressed appropriately. In Case You (students) Are Late or Absent:

i. Official document is required for your absence excuse.

ii. 15 minutes late to class and leaving class 15 minutes earlier will be considered to be absent unless you get prior approval by the instructor.

iii. It is your responsibility to withdraw the class according to the deadline published in the catalog. You may get “FN” grade (FN = FAILURE DUE TO NON-ATTENDANCE) without “WN” submission;


v. NEW TYPE OF GRADE: INTERIM GRADES – (New name for “midterm grade,” with additional purposes). Interim grades will be assigned from the first week of the semester until the deadline for class withdrawals. Interim grades are used for informational and warning purposes only; they are not part of your permanent transcript and have no effect on your GPA. Instructors may assign interim grade of F to warn students of poor academic performance or they may assign “X” (NO SHOW) or “EA” (EXCESSIVE ABSENCES) grades. After midterm, faculty will assign all students an interim grade of A – F to inform students of their academic status as of midterm.

vi. Children are not permitted in the classroom. Guests must have prior approval by the instructor.

vii. It is your responsibility to get the course notes, handouts, and assignments should you miss class or be late;

c. Graded Assignments and Value of Each Assignment

Attendance/Participation: 25%
Report preparation: 15%
Report presentation to faculty (Exam) 45%
Evaluation by the organization: 15%

There is no “I” (incomplete) grade for this course.

GRADING ASSIGNMENTS ARE SUBJECT TO CHANGE

d. Policy on Missed or Late Assignments
Students are expected to take or submit assignments/tests on the date specified on the instructor’s request. The instructor reserves the right to deduct points for late assignment or not to accept late work. There is NO MAKEUP for midterm and final exam.

e. Other

Cell Phone and Electronic Entertainment Devices (Read carefully): NO LIVE CELL PHONES are permitted in the classroom (except with prior permission of the instructor). Likewise, no electronic game, CD player or other amusement or entertainment devices are permitted in the classroom. Any student coming to class with a live phone or entertainment devices WILL BE asked to leave the class promptly. We want the learning process to be carried out with as little interruptions and distractions as possible.

No Grade Change for the Class: unless the grade was submitted to university in error from the instructor. However, you have the right to appeal your grade to university:

http://www.uncfsu.edu/plret/FINALfinalpartI1104.pdf (Page 53: Grade Appeal)

Grade Change and Appeal: (Read carefully): Please read the grade change policy from FSU:

http://www.uncfsu.edu/plret/FINALfinalpartI1104.pdf (Page 53: Changing a Grade)

Plagiarism/Cheating: Students are expected to uphold the school’s standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity shall be that a student’s submitted work, examinations, reports, and projects must be that of the student’s own work. Students shall be guilty of violating the honor code if they: (1) Represent the work of others as their own; (2) Use or obtain unauthorized assistance in any academic work; (3). Modify, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit; (4). Give unauthorized assistance to other students; (5). Misrepresent the content of submitted work. The penalty for violating the honor code is severe. Any student violating the honor code is subject to receive a failing grade for the course and will be reported to the Office of Student Affairs. If a student is unclear about whether a particular situation may constitute an honor code violation, the student should meet with the instructor to discuss the situation.

VII. Course Outline:

a. (Week1) Introduction to the Internship, faculty and employer expectations
b. (Week 2 – 13) Internship Period

c. (Week 7) Mid-grade presentation and report to be submitted by the student

d. (Week 14) Final report and presentation by the student

Note: THE ABOVE ORDER MAY CHANGE UPON NOTIFICATION OF THE INSTRUCTOR

VIII. Teaching Strategies:

Students are expected to complete their internship at the site selected in a written agreement between the student, faculty and the prospective employer. The students are also expected to create a report to be submitted at the end of the internship. The report will be evaluated using the following rubric:

<table>
<thead>
<tr>
<th>Grading Rubric for Written Activity Assignments</th>
<th>10 (Excellent)</th>
<th>9 (Good)</th>
<th>8 (Fair)</th>
<th>7 (Poor)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thoroughness</td>
<td>Answered all questions in the exercise completely and in the appropriate order.</td>
<td>Answered all questions in the exercise but not completely and/or not in the appropriate order.</td>
<td>Answered most of the questions in the exercise but not completely and/or not in the appropriate order.</td>
<td>Did not answer an adequate number of the questions in the exercise.</td>
</tr>
<tr>
<td>Supporting Details</td>
<td>Answered all questions in the exercise and provided a substantial amount of relevant details.</td>
<td>Answered all questions in the exercise and provided an adequate amount of relevant details.</td>
<td>Answered most of the questions in the exercise and provided an adequate amount of relevant details.</td>
<td>Answered some of the questions in the exercise and provided an inadequate amount of relevant details.</td>
</tr>
<tr>
<td>Demonstrated Understanding of the Assignment</td>
<td>Response demonstrates a thorough understanding of the exercise and is substantiated by several examples from the textbook and/or companion website.</td>
<td>Response demonstrates understanding of the exercise and is substantiated by at least one example from the textbook and/or companion website.</td>
<td>Response demonstrates some understanding of the exercise but is not substantiated by any examples from the textbook and/or companion website.</td>
<td>Response demonstrates very little understanding of the exercise</td>
</tr>
<tr>
<td>Grammar, Mechanics, Spelling, and Sentence Structure</td>
<td>Response is highly polished; no grammar or spelling errors.</td>
<td>Response is polished; maximum of one grammar or spelling error.</td>
<td>Response is adequate; maximum of two grammar or spelling errors.</td>
<td>Inadequate response; many spelling or grammar errors</td>
</tr>
</tbody>
</table>

IX. Bibliography: The instructor or internship employer may assign readings during the semester. These items may be on reserve in the library and/or the appropriate citation to obtain the readings will be given to students.