Western Illinois University

Department of Geology

Geology Internship (GEOL495)

**GEOL 495: Internship. (1-6 s.h., repeatable to 6)** Credit for geologic work experience in a business, governmental, or research organization. Internship project report required. Prerequisites: 20 s.h. of Geology courses, junior or senior standing in Geology, and approval of department chairperson. Graded S/U only.

1. **CONTACT INFORMATION**

Dr. Samuel Thompson, Acting Chair

Tillman Hall 115

(309) 298-1648

S-Thompson@wiu.edu

2. **PROTOCOL**

Once a student has identified an internship possibility, number of semester hours to be earned and requirements are discussed with the Department of Geology chairperson. Progress is monitored and the student submits a report of their experiences before an S/U grade is determined.

3. **PARTICIPATION REQUIREMENTS**

1. 20 s.h. of Geology courses, junior or senior standing in Geology, and approval of department chairperson.
2. Student internship interest must be communicated to the Geology Department chairperson in advance of the date of the proposed internship. MUST BE DONE PRIOR TO FINAL EXAM PERIOD OF SEMESTER PRIOR TO INTERNSHIP.

4. **REGISTRATION REQUIREMENTS**

1. Submit job description from proposed internship site and how duties are tied to the Geology major.
2. Complete Internship Agreement if required from internship site.

**5. STUDENT INTERNSHIP RESPONSIBILITY**: It is the responsibility of the internship student to complete all of the requirements listed below and submit materials to Geology Department chairperson.

1. Prepare final internship paper - (3-5 pages) wherein the student ties together concepts learned from the Geology classes along with work experience. A recommended daily log and weekly evaluations may serve as a basis for the final paper.
2. Letter of evaluation - Acquire a letter of evaluation from the on-site internship supervisor of the student’s internship performance. This should be mailed directly to Department of Geology chairperson.

1. Clock Hours - Itemized documentation of clock hours validated by the on-site supervisor. (50 clock hours = 1 semester hour of credit). No more than 40 clock hours will be accepted for internship credit in any given week.
2. May submit collection of written projects, reports, etc. created/obtained during the internship.
3. Grading - Failure to complete items listed above may result in a grade of "Unsatisfactory" which is equivalent to no credit earned for the internship. Students who do not complete requirements at the end of a term will receive an incomplete (“I”). All requirements must be completed by the sixth week of the term following the internship.

**6. ON-SITE SUPERVISOR RESPONSIBILITY:**

1. Write letter of evaluation of intern’s performance during the internship. Mail directly to Department of Geology chairperson.
2. Confirm clock hours. (50 clock hours = 1 semester hour of credit).

Comment in evaluation letter actual clock hours worked in the internship.

**7. DEPARTMENT OF GEOLOGY CHAIRPERSON RESPONSIBILITY:**

1. Evaluate internship documentation submitted by student and on-site supervisor.
2. Assign “S/U” grade at completion of evaluation.