

Appendix A

Internship Program Policies, Procedures & Standards

A.1 Geophysical Sciences Internship Overview

The Fitchburg State College Geophysical Sciences Department Internship Program provides students with an opportunity to gain practical experience in their major field of study. Any student may apply for an internship assignment. Acceptance into the program may depend on the availability of positions, the student's qualifications and the department's ability to monitor the assignment. The Internship Director, a member of the Geophysical Sciences department faculty, is responsible for the planning, organization, and implementation of the Internship Program.

Interested students from every concentration in the Geophysical Sciences program are welcome to apply. Certain qualifications are required (see §A.1.2). It is highly recommended that students begin planning for internships early in their academic careers. The process of company or organization selection, interviewing, course selection, and other academic requirements should be properly planned in order to graduate on time.

The Internship Program strives to create a positive experience for both the host company or organization and the student intern. The departmental Internship Director, in consultation with the student and other faculty, is responsible for approving host organizations. Internship sites located at considerable distances from the college are not recommended. A student who is aware of a company or organization that wishes to participate in the program should have that company submit a detailed job description to the director for approval one semester in advance of the internship assignment.

Objective The Internship Program is structured to give the participant an opportunity to apply knowledge and skills acquired in the classroom to the activities of the corporation. Considerable care is taken to ensure that the intern's work experience is clearly related to his or her course work and major field of study. It is hoped that the internship experience will enhance the student's total

college experience by forging a link between conceptual and applied knowledge of the major field of study.

Ideally, training and experience that a student gains will be of considerable value when searching for a permanent position. In some cases, internships can lead to full-time employment. Many employers seek college-educated students who have acquired some on-the-job training via intern-related experiences prior to graduation. Students should plan well in advance for internships. The type of company or organization and the requirements of the host should be closely coordinated for maximum effectiveness.

A.1.1 Application Process

For an Internship Application Form (Exhibit 1) and additional information regarding the program, Geophysical Science majors should contact their advisor in the Geophysical Sciences Department, located in McKay C289. Candidates must complete the application form and submit it along with a copy of their resume to their advisor. Following a review of the student's file, the Internship Director and interested faculty will conduct an interview with the prospective intern. Selection for an internship will be based upon academic achievement, maturity, and desire to participate in the program.

The internship application process should be completed at least one semester prior to placement. Students are encouraged to discuss the program and application process with their advisor. Timely submission of all required documents will maximize the possibility of securing an internship.

The first step is to contact your advisor in the Geophysical Sciences Department for a full review of your academic records.

A.1.2 Qualifications

Student qualifications for the Internship Program are as follows:

- (a) Applicant should be preferably a second semester junior or a first semester senior. Exceptions to this criterion are permitted but only on a selective basis.
- (b) An overall grade point average of 2.5 or better is required along with a 3.0 minimum in Geophysical Sciences. However, the GPA is a guideline and not meant to disqualify a student who exhibits other qualifications.
- (c) Receive the recommendation of Geophysical Sciences Department faculty.
- (d) Receive the approval of their advisor and department chairperson.

A.1.3 Selection Process

Candidates are required to submit a completed application form and resume to their advisor. After reviewing these documents, an interview will be conducted by the Internship Director and interested faculty. During the interview, the program requirements will be discussed thoroughly

including a complete explanation of internship assignments, procedures, administration and grading. All internship candidates must agree to these requirements in advance of placement. Following approval for internship, a letter of introduction and a copy of the student's resume will be sent to the host company or organization selected. It is then the student's responsibility to secure an appointment for a job interview with the company. The host company selects the student of its choice for the internship position. All companies selected to participate in the Internship Program must meet predetermined requirements deemed necessary by the college and the Geophysical Sciences Department.

Following the selection of the student by the host organization, a contract letter will be sent to both the student and the company for review (Exhibit 3 and 4). Once agreed upon, the student must sign the contract and return it to the internship supervisor. These documents will become a part of the intern's permanent file.

Internship job descriptions are posted on the Geophysical Sciences Department bulletin board.

Companies selected to participate in the program are pre-screened and meet the criteria as a host company. Keep in mind that companies and organizations should be located within a reasonable distance of the college in order to facilitate faculty visitations.

A.1.4 Assignment

Each intern will be under the overall supervision of the Director and the faculty member(s) who are most familiar with the subject matter involved in the internship. Regular communication between the Intern, host company, and Internship Director will be required. The ultimate responsibility to complete the program and properly communicate with the Internship Office rests with the student.

Table A.1: Internship requirements

Mid-Term Evaluation	33%
Final Evaluation	33%
Internship Report	33%
15 minute oral presentation	

A performance evaluation (66.6% of grade), must be conducted by the employer at the mid-term and end of the semester (Exhibits 2 and 3). At least one site visitation by the Internship Director will take place during the internship period. Grading of the internship report and the performance evaluations will be consistent with the standards set forth in a regular classroom. In addition, such evaluations will reflect the academic policies of Fitchburg State College and the Geophysical Sciences Department. A 15 - 20 minute oral presentation summarizing the results of your internship shall be presented to a meeting of departmental faculty and your peers. Time and date will be arranged at a mutually convenient time. This oral, *though ungraded*, is a *formal requirement* of the internship and must be completed before a grade is reported to the registrar.

Grading Policy The grading scale used for the Internship Program is the same grading at Fitchburg State College.

A.1.5 Report Outline

Student interns will prepare a 10-12 page report (footnotes or citations as needed). The document will be typed, double-spaced with appropriate margins. The paper should serve as an example of the internship experience and reflect the student's best effort of all work completed during the semester. The report should also include tangible evidence (tables, maps, charts, field notes, etc.) which serve as examples of the specific types of professional experiences in which the student was engaged.

- I Cover Page
- II Table of Contents
- III A Introduction and Purpose of Paper
 - B Describe Internship Experience
- IV Report on Specific Position Held and Job Profile Report on Overall Industry and Opportunities for a Career.
- V Weekly Time Sheets Signed by Supervisor (See Exhibit 6)
- VI Summary and Conclusions
- VII References
- VIII Updated Resume, Including Internship Activities

A.2 Procedures

- 1 Complete an Internship Application Form obtainable in the Geophysical Sciences Department Office, McKay C289.
- 2 Submit the completed application form along with a curriculum check sheet and a resume to the Internship Director. If you need assistance with writing a resume, contact the Career Services Office. Examples of resumes can also be reviewed in the Geophysical Sciences Department Office.
- 3 Review the listing and descriptions of available internships prior to your interview with the Internship Director or Identify the company or organization if it is one that you have approached on your own.
- 4 When your internship file is complete, you should arrange for an interview with the Geophysical Sciences Department's Internship Director.
- 5 If you are approved for an internship, the Director will send a letter of introduction and a copy of your resume to the company or organization you are apply to for internship.
- 6 You should arrange to meet with the appropriate supervisor at the company or organization you have applied to.
- 7 If selected for internship by the company or organization, a "contract" letter will be sent to both the student and the company or organization involved.
- 8 Communicate with your advisor and ensure your course scheduling provides for timely graduation.
- 9 Arrange to meet with the Internship Director prior to the start of your internship to review the requirements of the internship and to answer any questions you might have.
- 10 You will be required to communicate with the Internship Office at least once every two weeks, by telephone or in person.
- 11 Schedule at least one visit for the Director to meet with your immediate supervisor.
- 12 Submit your internship report to the Internship Director at least one week before the last day of regularly scheduled classes of the semester.
- 13 Oral presentation - 15 minutes - to department and peers.

Note: The success of any internship rests *primarily with the intern*. It is expected that the intern will demonstrate good judgment and keep the Director informed on a regular basis.

A.3 Exhibits

A.3.1 Application form

Table A.2: FSC GEOPHYSICAL SCIENCES INTERNSHIP APPLICATION FORM

Date:			
Name:		SS#	
Home Address:		Tel. #	
College Address:		Tel. #	
		Mail Box #	
Major Concentration		Advisor	
Full Time ()	Part Time ()	Transfer ()	
Applying For:	6 credit internship () (18 hours per week)		12 credit internship () (36 hours per week)
Overall GPA:		Major Cum.	
During What Semester/Year?			

List all Geophysical sciences faculty you have taken courses with.

For Office Use Only:		
Resume:	Audit:	Curriculum
	Sheet:	Check Sheet:
Interview	Internship	Internship
Date:	Approved:	Not Approved:

Additional Comments:

A.3.2 (Mid-Term Evaluation)

Date:
 Student Intern:
 Company, Institution or Agency:
 Address:

Position Title:
 Dates of Assignment:
 Description of Duties:
 From
 To

Performance Evaluation (If applicable, consider such criteria as productivity, quality of work, willingness to accept assignments, and the ability to get along with others.)

Attendance/Punctuality (check one):

Superior ()	Excellent ()	Very Good ()	Satisfactory ()	Unsatisfactory ()
4.0	3.5	3.0	2.5	2.0

Overall Performance Evaluation(check one):

Superior ()	Excellent ()	Very Good ()	Satisfactory ()	Unsatisfactory ()
4.0	3.5	3.0	2.5	2.0

Additional comments:

Note to Supervisor on Overall Performance:

The grade of 4.0 is to be awarded *only* to those students that have demonstrated skills and performance found in personnel with far greater work experience and performance. Your best judgement should be used when evaluating the intern. The Internship Director has the right to adjust a grade he may not agree with.

Supervisor's Name
 Supervisor's Signature
 Date

Reviewing Supervisor's Name
 Supervisor's Signature
 Date

Geophysical Sciences Department
 Fitchburg State College
 160 Pearl St.
 Fitchburg, MA 01420

A.3.3 (Final Evaluation)

Date:

Student Intern:

Company, Institution or Agency:

Address:

Position Title:

Dates of Assignment:

Description of Duties:

From

To

Performance Evaluation (If applicable, consider such criteria as productivity, quality of work, willingness to accept assignments, and the ability to get along with others.)

Attendance/Punctuality (check one):

Superior ()	Excellent ()	Very Good ()	Satisfactory ()	Unsatisfactory ()
4.0	3.5	3.0	2.5	2.0

Overall Performance Evaluation(check one):

Superior ()	Excellent ()	Very Good ()	Satisfactory ()	Unsatisfactory ()
4.0	3.5	3.0	2.5	2.0

Additional comments:

Note to Supervisor on Overall Performance:

The grade of 4.0 is to be awarded *only* to those students that have demonstrated skills and performance found in personnel with far greater work experience and performance. Your best judgement should be used when evaluating the intern. The Internship Director has the right to adjust a grade he may not agree with.

Supervisor's Name
 Supervisor's Signature
 Date

Reviewing Supervisor's Name
 Supervisor's Signature
 Date

Geophysical Sciences Department
 Fitchburg State College
 160 Pearl St.
 Fitchburg, MA 01420

A.3.4 Student contract letter

Date

Student's Name

Student's Address

Dear

This is to confirm your appointment as a ____ time intern at _____ during the ____ semester. Congratulations! As a part of the program we will need to agree on specific requirements as requested by Fitchburg State College and the Geophysical Sciences department. They are as follows:

1. You will be required to communicate with the Internship Office at least once every two weeks, by telephone or in person for the express purpose of determining if the internship meets your needs and follows the job description.
2. Discuss the internship report requirements with the Internship Director.
3. Schedule an end of the semester meeting for the Internship Director to meet with your immediate supervisor.
4. Meet with the Internship Director during the first two weeks of the semester.
5. Communicate with your advisor to ensure your course scheduling provides for a timely graduation.

The Internship Program and its success rest primarily with the intern. It is expected that the intern will demonstrate good judgement and keep the Director *informed* on a *regular* basis. We will assist you in any way to ensure that a mutually rewarding experience occurs between you and the host organization. Please sign below and return it to the Internship Office as soon as possible.

Sincerely,

Internship Director

Geophysical Sciences Department

Student's Signature

Date

A.3.5 Company contract letter

Date
Name
Company address

Dear

This letter will confirm the appointment of _____ as an intern at _____ during the ____ semester. The length of the internship period shall reflect the academic calendar at Fitchburg State College and shall extend from (date) to (date). During this period the intern is expected to devote _____ hours per week in performing the duties required by the host organization.

The administration of the program is under the supervision of the Geophysical Sciences department at Fitchburg State College. If you should have any questions, please do not hesitate to call us. Specifically, our requests are few in terms of paperwork. However, we will require the following:

A mid-term evaluation completed by the supervisor is required. Your intern will notify you when it is due. This evaluation should be mailed or faxed to me at 978/665-3081.

A final evaluation must also be completed by the internship supervisor and I will collect it at the time of my visitation at the end of the semester.

The student is required to follow the job description supplied by your organization. Any significant deviation should be communicated to us.

We welcome and value good communication. Please feel free to talk with us on the progress of your student intern.

Thank you for providing an internship opportunity for one of our students during the ____ semester. Please don't hesitate to contact me if you have any questions or concerns.

Sincerely,

Internship Director
Geophysical Sciences Department

A.3.6 Weekly time sheet

Student Intern:

Company, Institution or Agency:

Supervisor:

Week #	From	To	# Hours Worked	Supervisor's Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Appendix B

1999 Survey of Alumni

The following is the survey included in the 1999 self-study. It was last given in *insert year here*.

1999 Survey 1. In the spaces below evaluate the usefulness of each course as it has influenced your professional activities or any advanced studies which you have undertaken since graduation. The courses which are shown are those which are listed in the current college catalog. Several spaces are provided so that you can fill-in any Geography or Earth Science courses which you may have taken, but which are no longer shown in the catalog. (Note: If while you were in the department there was just one Cartography course, it is identified below as Cartography II.)

Course	Very Useful	Somewhat Useful	Of no Influence	Did not Take
Introduction to Geography				
Principles of Human Geo				
Earth, Sea and Air				
Geology				
Meteorology				
Climatology				
Computer Applications				
Oceanography				
Map Use				
Secondary School Teaching				
Economic Geography				
Political Geography				
U.S. & Canada				
Historical Geology				
Common Rocks & Minerals				
Population Geography				
Geographic Information Systems				

Course	Very Useful	Somewhat Useful	Of no Influence	Did not Take
Planetary Atmospheres				
Geomorphology				
Structural Geology				
Urban Geography				
Remote Sensing				
Cartography I				
Cartography II				
Special Methods in Teaching E. Sci.				
Earth Science Practicum				
Independent Study				
Internship				

2. As precisely as possible, identify any courses, topics, or types of training that you feel our current Geography/Earth Science majors should be exposed to in order that they may compete successfully for employment opportunities or to experience success in postgraduate studies.

3. With respect to only the courses in the Geography/Earth Science major, evaluate the overall quality of instruction which you experienced while an undergraduate at FSC.

Excellent
 Very Good
 Average
 Fair
 Poor

4. Assess the general level and effectiveness of academic advising which you received from the Geo/Physical Sciences faculty.

Excellent
 Very Good
 Average
 Fair
 Poor

5. Use the space below for any additional comments that you may wish to share.

Appendix C

Advising Material

C.1 A letter of recommendation

Bruce Duncan
Geo/Physical Sciences Dept.
Fitchburg State College
160 Pearl St.
Fitchburg MA 01420

Admissions Committee
Massachusetts College of Pharmacy & Health Sciences
19 Foster St
Worcester MA 01608

November 28, 2006

To the Admissions Committee,

I taught Xxxxxx Yyyyyy in the spring 2006 offering of General Physics I, an algebra based course dealing primarily with mechanics. I taught both the lecture and the laboratory components of the course and, as the class had about two dozen students, had a good opportunity to observe Mr. Yyyyyy.

Mr. Yyyyyy has informed me of his desire to study nursing at your college, and I highly recommend him for admission. Although a very amiable and genial person, when it comes to his studies he is a very serious student. He was one of the few who would ask questions in and out of class, although—or perhaps because!—he was one of the better students overall, and he was one of the few on whom I could count on to answer my questions posed to the class. (This was the limit of oral communications in the course, hence my choice of “not observed” for that category.) In particular he performed very well in the practical side of the course, i.e., the laboratories, which required him and his lab partners to follow written directions, acquire and analyze data and to draw conclusions related to the physical concepts concerned. Although the writing for such an exercise is a somewhat

unusual form of discourse, Mr. Yyyyyy did well here, too. A successful laboratory requires working well with one's colleagues, and he was more than satisfactory in this respect.

I am confident that Mr. Yyyyyy is capable of performing well academically in the nursing program, but I'd like to add that he impressed me with his dignity and with his sense of responsibility, and I think he will be a fine, responsible and caring nurse.

If you have any questions or would like further comment, please don't hesitate to contact me.

Sincerely,

Bruce Duncan, PhD

C.2 Student Weekly Schedule

Provided to the students in his classes by Bruce Duncan, the table on the following page is meant to encourage the students to budget their time. They are instructed first to indicate their classes, then fill in meals, athletic and artistic practices, travel time, two hours of homework for every one hour in class, and personal time, including work. It's assumed that they'll sleep sometime between 11:00 p.m. and 8:00 a.m.

	Sunday	Monday	Tuesday	Wed'sday	Thursday	Friday	Saturday
08:00 a.m.							
09:00 a.m.							
10:00 a.m.							
11:00 a.m.							
12:00 m.							
01:00 p.m.							
02:00 p.m.							
03:00 p.m.							
04:00 p.m.							
05:00 p.m.							
06:00 p.m.							
07:00 p.m.							
08:00 p.m.							
09:00 p.m.							
10:00 p.m.							
11:00 p.m.							

Appendix D

Four Year Plan of Study for Environmental Science

Environmental Science is an inherently interdisciplinary field, and these proposed four year plans reflect that. Some students may wish to pursue more mathematics than chemistry, for instance, and we wish to allow flexibility for majors to “flavor” their academic pursuits...in consultation with their advisors, of course. Please bear in mind that the following are the merest suggestions. Having said that, serious students of Environmental Science need to know calculus and at least one year of college level chemistry; the plan suggested here entails a minor in chemistry. A capstone experience of some sort is expected, listed here as the independent study in the senior year.

Table D.1: Possible schedule for a freshman

	Fall semester		Spring semester
ENGL 1100	Writing I	ENGL 1200	Writing II
MATH kkkk	(wherever the student places)	MATH llll	(what's next)
CHEM 1300	General Chemistry I	CHEM 1400	General Chemistry II
GEOG 1000	Introduction to Geography	GEOG 2100	Geology
	LA&S elective		LA&S elective

Table D.2: Possible schedule for a sophomore

	Fall semester		Spring semester
MATH mmmm	(what's next)	MATH nnnn	(what's next)
CHEM 2000	Organic Chemistry I	CHEM 2100	Organic Chemistry II
ENSC 1000	Introduction to Environmental Science	GEOG 2300	Atmospheres I Meteorology
GEOG 2800	Map Use & Interpretation	BIOL 2300	Ecology
	LA&S elective		LA&S elective

Table D.3: Possible schedule for a junior

	Fall semester		Spring semester
GEOG 2500	Oceanography	GEOG 2200	Atmospheres II Climatology
PHYS 2300	General Physics I	PHYS 2400	General Physics II
CHEM 3000	Analytic Chemistry I	CHEM 3500	Analytic Chemistry II
	LA&S elective		LA&S elective
	LA&S elective		LA&S elective

Table D.4: Possible schedule for a senior

	Fall semester		Spring semester
GEOG 3500	Geographic Information Systems	GEOG 4600	Environmental Hydrogeology
	LA&S elective	ENSC 2000	Field Techniques in Environmental Science I
	LA&S elective	GEOG 4900	Independent Study
	LA&S elective		LA&S elective
	LA&S elective		LA&S elective