GeoClinic end-of-semester requirements, Spring 2021

The purpose of the Geography Research Clinic is for students to gain experience in a context related to their pursued degree program within the Department of Geography, Planning, & Sustainability. Internships should result in the acquisition of new knowledge and skills and augment students’ in-class experience. The time requirement for a qualified GeoClinic experience should be comparable to the number of credits sought (typically 120 hours for a typical 3-credit university course). Upon completing these, **students should complete the following two deliverables by the end of the Spring Semester (by 05/01/2021)** to report and critically reflect upon their experiences.

**In order to pass this course, you must fulfill BOTH requirements.**

**1)** **Complete the mandatory online survey** posted <https://forms.gle/C9Ay6MQ8fNAt9fJx6> : Note that this requirement replaces a traditional paper survey and is intended to be a clear format to record and reflect upon the experience. The questions are listed below, and it is recommended that students compose their thoughts in a word processor prior to submitting.

1. Identifying information: name, degree program, semester of GeoClinic experience
2. Organization: name of organization, supervisor, contact information, type, payment, dates of GeoClinic experience
3. Activities:
   1. What were the primary projects/activities/objectives with which you were involved?
   2. How were your work activities structured?
   3. What were the outcomes or results of your efforts? How will these be used or continued after your involvement?
4. Lessons learned:
   * 1. What new skills or perspectives did you gain through this process?
     2. What challenges or surprises emerged during your experience?
     3. How has this experience influenced your perspective on the next steps of your career or education?
     4. How has this experience shaped your perspective on your major field?
     5. Would you recommend that other students pursue experiences with this organization anything else that you'd like to say regarding your experience?
   1. Is there anything else that you’d like to say regarding your experience?

**2) Upload a PDF** **presentation to BB**: This can take the form of a slidedeck (e.g. PowerPoint presentation, ~6 slides) or a mini-poster (11x17” paper with ~6 sections) and should contain the following elements below. *Use of photographs is highly encouraged!*

1. Title section with your name, contact information, organization, role, and dates
2. Map of locations that you conducted your experience (can be made using graphical tools and existing maps, or GIS)
3. What was the structure of the organization? Please use a chart or diagram to explain.
4. What was your workflow or range of activities? Please use a chart, diagram, photos, or other graphic.
5. What were the products or outcomes of this role? Please use a chart, diagram, photos, or other graphic.
6. What else was notable about this role? Please describe as you see fit.

***Please save the presentation as a PDF with your name in the title and upload it to the link on Canvas.***

**GeoClinic Information Sheet**

All majors in the Department of Geography, Planning, & Sustainability are required to complete a Geography Research Clinic Internship (aka ‘GeoClinic’) as part of fulfilling their degree requirements. This experiential learning opportunity is intended to further your academic and professional goals through obtaining new knowledge and skills in the field, studio, or office, rather than the classroom. During an internship, students may be involved in an independent project or may be responsible for part of an ongoing project. In either case, the project or experience must have clear objectives, methodological approaches, and interpretable outcomes.

* **Requirements:** Internship experiences are equivalent to a typical 3-credit university course or approximately 120 hours. GeoClinic is unique in that the internship has to first be approved by the faculty member serving as the GeoClinic advisor *prior to registration in Banner*. Once registered in the "course" students work independently with their internship supervisors to complete the learning experience in the duration of 120 hours (there is no classroom time).  Upon completing the internship, students will be expected to articulate the outcomes and broader significance of experience in a digital portfolio & online survey (via Blackboard).

After reviewing this info sheet, please send any additional questions to the faculty advisor.

* **GeoClinic - 6 steps** (elaborated below)

1. Locate an appropriate internship
2. Obtain internship approval from the faculty advisor
3. Complete the GeoClinic forms
4. Submit the GeoClinic forms to the faculty advisor
5. Start your internship; document/keep record of your hours
6. Submit your digital portfolio and online survey in Blackboard

**Step 1) Locate an internship:** First, ask yourself: what kind of real-world learning experience would best support my career goals after graduation? Then, go about locating or designing this experience which can either involve working on a research project with a faculty member or working for an off-campus agency of some kind (public or private, for-profit business or non-profit organization). The very skills needed to locate an internship are valuable in the post-graduation job search: talk to people (other students, faculty, staff), look online, and send thoughtful email inquires.

How to get started locating an internship:

* Sign for the **GPS jobs/internships list-serve** by sending an email to [geojobs-request@listmanager.rowan.edu](mailto:geojobs-request@listmanager.rowan.edu) with the word SUBSCRIBE GEOJOBS in the subject line.
* The **Office of Career Advancement** is a great resource for resume development, interviewing and internship search strategies <https://sites.rowan.edu/oca/>
* Use **Dr. Christman’s resume and cover letter guidelines** to help you draft internship inquiries via email: <http://users.rowan.edu/~christmanz/>
* **Google!** Imagine your ideal job, create a list of key words, and search for them on Google in conjunction with different local geographies (e.g. conservation AND south Jersey or conservation AND Gloucester County).
* Once you find an **agency or organization** you’d like to be involved with, locate a contact person and send them an email introducing yourself (your skills and interests) and inquire about internship availability. You might even explain a bit about the GeoClinic internship requirements (120 hours for 3 university credits) so they understand this is a formalized professional opportunity. Again, see the cover letter guide (above) for assistance.
* If you are interested in a **research or on-campus** internship, you might want to start with locating people or departments involved in the activities you’re interested in (e.g. urban planning, land use, waste management, public space, social justice, etc.). Reaching out to individual faculty or staff in a similar fashion as above (via email or phone), is a great.
* If you are planning to pursue graduate school, and you have research interests and summer availability, consider applying for a **REU program** (Research Experiences for Undergraduates, a NSF program). [REUs](https://www.nsf.gov/crssprgm/reu/) are very competitive so make sure to work with a faculty member on your application (due in the spring for summer internships).
* The **CHSS Match Internship Program** (College of Humanities and Social Sciences) is semester long program that helps match students with internships as well as build professional materials (resume, mock interview). 3 credits of the [CHSS Match Program](https://academics.rowan.edu/chss/for_students/internships/chss_match/index.html) will fulfill the required 3 credits of GeoClinic in GPS. Please email the GeoClinic advisor about your CHSS Match plans in advance to starting your internship. Students may apply to CHSS Match internships on Prof jobs, [check out their opportunities here](https://rowan-csm.symplicity.com/students/jobboard/a97b520e5d9493d113ec236ced06c6a8).

**Step 2) Obtain Internship Approval:**Email the GeoClinic advisor (listed as the instructor in Banner) a description of the internship opportunity you are interested in pursuing (or set up an in-person meeting). They will verify that this internship will provide opportunities for new skill development and strong mentorship to further your professional/employment goals.  If the proposed internship fulfills the GeoClinic aims, you will receive approval to go ahead and apply/accept the internship and complete the GeoClinic forms.  If you are working with a faculty member, the approval forms are not required, but you will discuss the basic content of the forms with your supervising faculty member.

**Step 3) Complete the GeoClinic Forms:** In addition to basic info you the forms will require you to 1) draft a short paragraph about what you want to get out of the internship (clear objectives, methodological approaches, results, and interpretable outcomes) and 2) ask your internship supervisor to write a short statement of the specific duties/tasks you will be undertake.

**Step 4) Form Submission:** Submit your completed, signed forms, to the GeoClinic advisor (via email or hardcopy). They will give you a course override in Banner and you will register for 3 units of GeoClinic for the semester you indicate on the form.

**Step 5) Internship Documentation:** You will keep a record (e.g. excel sheet) of your internship hours worked and make note any interesting experiences, including taking photos of yourself on the job! You must complete at least 120 hours of internship to earn 3 credits.

**Step 6) Final Deliverables:** At the end of the semester you are enrolled GeoClinic, you will complete two final deliverables via Canvas: 1) a PowerPoint presentation or portfolio (~ 6 slides summarizing key skills learned and project outcomes) and 2) an online survey (reflections on your experience).