



(GEO4941-0002.su23) Internship

 [Edit](#)

1.

GEO 4941

INTERNSHIP SYLLABUS








COURSE INFORMATION


- **Course Hours:** n/a
- **Course Meeting Location:** n/a
- **Credit Hours:** 3-6 hours
- **Prerequisites:** None



COURSE INSTRUCTOR



 Dr. Rachael Cofield, PhD (they/them)
 Teaching Professor
 rcofield@fsu.edu (<mailto:email@fsu.edu>)
 (850) 644-1706
 Geography Department / Bellamy 313
Office Hours by Appointment

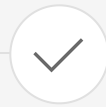
 During the week, expect a response time within 24-48 hours. For emails sent over the weekend, expect a response on the following Monday. This would also hold true for holidays.

SETTING UP THE COURSE

1. Obtain a statement of duties from your internship supervisor and submit it to the course instructor, me, Dr. Rachael Cofield. Before you can register for the course, submit a written statement that specifies the nature of your work, your start and ending dates, and the approximate hours you are expected to work on a weekly basis. If appropriate, you can prepare this letter yourself and ask your supervisor to sign it.
2. Provide the contact information of your internship supervisor to Dr. Cofield. This should include your supervisor's work email (this is required!), phone number, and address.
3. Once the above approved by Dr. Cofield, contact the Department of Geography academic program specialist, Ms. Allison Young (aryoung@fsu.edu), to set up this course.

STUDENT RESPONSIBILITIES

- Students should log on to Canvas at least every other day to check for course updates.
- Students are expected to keep up with the class, engage with the course material, and submit assignments by the due dates.
- Assignments, quizzes, and exams are expected to be products of individual students per the **FSU Academic Honor Policy** (<http://registrar.fsu.edu/bulletin/undergraduate/information/integrity/>). Students should not discuss any of the questions with each other before or during the actual assignments, activities, quizzes, or exams without instructor approval.
- To receive maximum points for questions, students need to follow the instructions carefully, follow word limits as instructed, and use spell and grammar checking.
- To be successful in this course, students need to complete all required assignments and tests.



GRADING POLICY

You may choose whether to receive a letter (A, B, C, D, F) or Pass/Fail grade. You are highly encouraged to consult with the course instructor on this matter. If you would like to go with the pass/fail grading system, you will need to fill out the FSU Undergraduate Permit to Register for a Course on a "Satisfactory-Unsatisfactory Grade" Basis form at the very beginning of the semester. Your course grade will be assigned based on the evaluation of your biweekly reports (20%), your internship paper (20%), and the evaluation letter from your supervisor (60%).

| | |
|---------------------------------|--------------------|
| Assignment A (Biweekly Reports) | 20% of total grade |
| Assignment B (Internship Paper) | 20% of total grade |



GRADING SCHEME

The following grading standards will be used in this class:

Grading Scheme Breakdown

| Grade | Range |
|-------|--------------|
| A | 100% to 93% |
| A- | < 93% to 90% |
| B+ | < 90% to 87% |
| B | < 87% to 83% |
| B- | < 83% to 80% |
| C+ | < 80% to 77% |
| C | < 77% to 73% |
| C- | < 73% to 70% |
| D+ | < 70% to 67% |
| D | < 67% to 63% |
| D- | < 63% to 60% |
| F | < 60% to 0% |



ASSIGNMENTS

- When your internship appointment begins, report to Dr. Cofield on Canvas or via email with a summary of your assignments and working progress every two weeks. You are encouraged to keep a journal of your work on a daily basis; however, for this biweekly report, please submit just a brief summary in text. Recommended length: 200-250 words. These will be due on Sundays in their respective weeks.
- Write and submit an internship paper. In this paper, you need to relate your internship work with knowledge gained in your formal university courses. The paper needs to be focused on

academic research (instead of a journal log of your internship tasks). It needs to include academic components with the support of literature references such as journal articles, book chapters, and/or textbook. Your paper is expected to be 1,500 words (plus figures and/tables if necessary) for a 3-credit hour enrollment; or 3,000 words for 6-credit hours. It is due on Canvas or via email electronically on the last day of class by 5 pm. No delay will be accepted.

- Ask your supervisor to write a letter of evaluation and email it to Dr. Cofield by the last day of class. During the last week of classes, your supervisor is expected to email a letter of evaluation of your job performance to Dr. Cofield. The letter should contain letter grade (A, B, C, D, F) and written comments. It should also be signed by your supervisor and be printed with your employer's letterhead. An evaluation letter that does not arrive before the instructor submits grades will result in an Incomplete of your course. Be sure to remind your supervisor to provide the letter of evaluation on time.



TECHNOLOGY REQUIREMENTS

Course content is accessible through Canvas. Students will need to be able to view videos, write and upload assignments, post to discussion boards, and take assessments. Students should have access to high-speed internet and updated software. Mobile devices may be used to view course content, upload assignments, and take assessments as determined by the instructor. To view the most current technology requirements, visit the [FSU Canvas support site \(https://support.canvas.fsu.edu/kb/article/899-technology-recommendations-for-learning-online-at-fsu/\)](https://support.canvas.fsu.edu/kb/article/899-technology-recommendations-for-learning-online-at-fsu/).



CANVAS SUPPORT

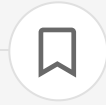
Need help with Canvas? Contact FSU Canvas Support:

✉ **Email:** canvas@fsu.edu (<mailto:canvas@fsu.edu>)

📞 **Phone:** (850) 644-8004

🌐 **Website:** support.canvas.fsu.edu (<http://support.canvas.fsu.edu>)

🕒 **Hours:** 8am to 5pm, Monday - Friday



FSU LIBRARIES RESOURCES & SERVICES

Whether on campus or learning online, you can [access library resources easily](https://lib.fsu.edu/service/campus-access) (<https://lib.fsu.edu/service/campus-access>). You'll find databases, tutorials, workshops, and other helpful resources in the [FSU Libraries for Students](#) Canvas org site (all students are enrolled automatically). For recommended research resources and ways to connect with [your librarians](https://lib.fsu.edu/service/library-liaisons) (<https://lib.fsu.edu/service/library-liaisons>), look for "Library Tools" in your Canvas course navigation.



COURSE POLICIES

COMMUNICATIONS/NETIQUETTE

For Discussions:

- Please use polite, respectful behavior when posting your responses to prompts in the Discussion Boards.
- Be mindful of how you express your emotions and humor, and be sensitive to cultural and ability differences of your online peers.
- Keep postings to the point, and make sure your comments are relevant to the topic of discussion.
- Avoid messages such as, "Wow," "Way to go," or "Ditto" and aim for comments that validate other members' ideas through careful explanation of why.
- When replying, give a short description in the subject line of what you are replying to, and use correct punctuation and spelling throughout your post.

For Email Communication:

- For email, please respond to your instructor's and peers' messages within a 24-hour period.
- Use a brief description in the subject line that outlines the topic of discussion.
- Avoid using slang or profane words.
- Use your instructor's correct title he or she prefers for communication.
- Avoid using emoticons, such as smiley faces, and maintain a professional demeanor.
- Sign your email messages using your full name.

- AVOID USING ALL CAPS. This makes the message visually difficult to read and is perceived by the reader as "shouting."
- Use correct spelling, grammar, and punctuation, just as you would for any communication.
- Ask yourself whether you would be comfortable if someone other than the intended receiver were to read your message. Remember, email is not a completely secure form of communication.
- Refrain from "flaming," which is expressing a strongly held opinion without tact or regard for others. Don't assume that recipients will know the intent of the message (e.g., "just kidding"). It reads differently when it's in print (electronic or not).
- Report any inappropriate communication considered to be of a serious nature to your instructor, as it may be a violation of University policy.
- Treat others with respect by making messages clear and succinct.

PARTICIPATION & LATENESS POLICY

Excused absences include documented illness, deaths in the family and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid excuse. Consideration will also be given to students whose dependent children experience serious illness.

I will usually accept late work, within reason. If you miss a submission deadline please email me. As long as you are not submitting early semester work in the last couple of weeks of class I generally will accept late work.

POLICY ON RESPONDING TO STUDENTS

- During the week, expect a response time within 24-48 hours. For emails sent over the weekend, expect a response on the following Monday. This would also hold true for holidays.
- Graded assignments typically returned within 2 weeks after due date.



UNIVERSITY POLICIES

UNIVERSITY ATTENDANCE POLICY



Excused absences include documented illness, deaths in the family and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid excuse. Consideration will also be given to students whose dependent children experience serious illness.

ACADEMIC HONOR POLICY

The Florida State University Academic Honor Policy outlines the University's expectations for the integrity of students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to "...be honest and truthful and... [to] strive for personal and institutional integrity at Florida State University." (For more details see the [FSU Academic Honor Policy and procedures for addressing alleged violations](http://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/academic-honor-policy) (<http://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/academic-honor-policy>) .)

ACADEMIC SUCCESS

Your academic success is a top priority for Florida State University. University resources to help you succeed include tutoring centers, computer labs, counseling and health services, and services for designated groups, such as veterans and students with disabilities. The following information is not exhaustive, so please check with your advisor or the Dean of Students office to learn more.

PROCESS FOR RESOLVING ACADEMIC PROBLEMS OR GRIEVANCES

Please use the *Resolving Academic Problems: A Step-by-Step Guide for Students* in the *Academic Honor Policy and Grievances* section of the [Office of Faculty Development and Advancement's website](https://fda.fsu.edu/academic-resources) (<https://fda.fsu.edu/academic-resources>) to begin the process of communicating with your instructor to resolve any confusion or difficulty you may be having in the course. Detailed information on FSU's grievance procedure, including special instructions for students enrolled in an FSU branch campus, is maintained on the General Bulletin's [Academic Integrity & Grievances](https://registrar.fsu.edu/bulletin/undergraduate/information/integrity/index.cfm) (<https://registrar.fsu.edu/bulletin/undergraduate/information/integrity/index.cfm>) webpage. Out-of-state distance learning students should review the Office of Distance Learning [Complaint](#)



Resolution (<https://distance.fsu.edu/about-us/complaint-resolution>)_ page for additional procedures.

AMERICANS WITH DISABILITIES ACT

Florida State University (FSU) values diversity and inclusion; we are committed to a climate of mutual respect and full participation. Our goal is to create learning environments that are usable, equitable, inclusive, and welcoming. FSU is committed to providing reasonable accommodations for all persons with disabilities in a manner that is consistent with academic standards of the course while empowering the student to meet integral requirements of the course.

To receive academic accommodations, a student:

- (1) must register with and provide documentation to the Office of Accessibility Services (OAS);
- (2) must provide a letter from OAS to the instructor indicating the need for accommodation and what type; and,
- (3) should communicate with the instructor, as needed, to discuss recommended accommodations. A request for a meeting may be initiated by the student or the instructor.

Please note that instructors are not allowed to provide classroom accommodations to a student until appropriate verification from the Office of Accessibility Services has been provided.

This syllabus and other class materials are available in alternative format upon request.

For more information about services available to FSU students with disabilities, contact the

Office of Accessibility Services (Tallahassee Campus) (<https://dsst.fsu.edu/oas>)

874 Traditions Way

108 Student Services Building

Florida State University

Tallahassee, FL 32306-4167

(850) 644-9566 (voice)

(850) 644-8504 (TDD)

oas@fsu.edu (<mailto:oas@fsu.edu>)

<https://dsst.fsu.edu/oas>

Student Accessibility Services (Panama City Campus)

(<https://pc.fsu.edu/students/student-affairs/sas>)

Office of Student Affairs

4750 Collegiate Drive

2nd Floor Barron Building (Room 215)

Florida State University Panama City
Panama City, FL 32405
(850) 770-2172 (office)
(866) 693-7872 (toll free)
Email: sds@pc.fsu.edu (<mailto:sds@pc.fsu.edu>)
<https://pc.fsu.edu/students/student-affairs/sas>



FREE TUTORING FROM FSU

On-campus tutoring and writing assistance are available for many courses at Florida State University. High-quality tutoring is available by appointment and on a walk-in basis. These services are offered by tutors trained to encourage the highest level of individual academic success while upholding personal academic integrity.

Tallahassee Campus

For more information, visit the Academic Center for Excellence (ACE) Tutoring Services' comprehensive list of on-campus tutoring options - see the [Academic Center for Excellence \(ACE\) Tutoring Services' website](http://ace.fsu.edu/tutoring) (<http://ace.fsu.edu/tutoring>) or contact tutor@fsu.edu (<mailto:tutor@fsu.edu>).

Panama City Campus

The PC campus provides both in-person and remote tutoring. In-person tutoring is available at the Robbins Center for Academic Excellence and Innovation in the Holley Building (which also houses the Digital Design Studio). Remote tutoring will be available through Zoom. To inquire about tutoring options for the PC campus, please visit the [Peer Tutoring website](https://pc.fsu.edu/students/academic-advising-student-success-center/peer_tutoring) (https://pc.fsu.edu/students/academic-advising-student-success-center/peer_tutoring) or contact an academic advisor in the Advising Center in the Holley Building to discover your options.

CONFIDENTIAL CAMPUS RESOURCES

Various centers and programs are available to assist students with navigating stressors that might impact academic success. These include the following:

[Victim Advocate Program \(https://dsst.fsu.edu/vap\)](https://dsst.fsu.edu/vap)

University Center A,
Room 4100, (850) 644-7161,
Available 24/7/365,
Office Hours: Monday-Friday 8am-5pm
<https://dsst.fsu.edu/vap>

[Counseling & Psychological Services \(Tallahassee Campus\)](https://counseling.fsu.edu/)

[\(https://counseling.fsu.edu/\)](https://counseling.fsu.edu/)

Askew Student Life Center, 2nd Floor
942 Learning Way
(850) 644-8255 / (850) 644-TALK
<https://counseling.fsu.edu/>

[FSU PC Counseling Center \(Panama City Campus\) \(https://pc.fsu.edu/students/student-affairs/counseling-Center\)](https://pc.fsu.edu/students/student-affairs/counseling-Center)

Rebecca Whitfield, LSCW
Assistant Director for Treatment Coordination
Counseling & Psychological Services
Florida State University
Phone: (850) 644-TALK (8255)
rjwhitfield@fsu.edu
<https://pc.fsu.edu/students/student-affairs/counseling-Center>

[University Health Services \(https://uhs.fsu.edu/\)](https://uhs.fsu.edu/)

Health and Wellness Center,
(850) 644-6230
<https://uhs.fsu.edu/>

FSU FOOD PANTRIES

FSU has established Food Pantries where students in need can pick up non-perishable food items freely and anonymously. The Food Pantry is available during the pandemic, and it is free and open to all students to take what they need. Donations for collection of non-perishable food items are encouraged.

For more information about the Tallahassee Food Pantry, visit the **[Tallahassee Food for Thought Pantry website \(https://dos.fsu.edu/resources/food-for-thought-pantry\)](https://dos.fsu.edu/resources/food-for-thought-pantry)** (<https://dos.fsu.edu/resources/food-for-thought-pantry>). The pantry is located at University Center A, Suite 4148. If you have questions or concerns, contact the Department of Student Support and Transitions at dsst@fsu.edu or (850) 644-2428.

For more information about the Panama City Food Pantry, visit the [PC Food Pantry website](https://pc.fsu.edu/students/student-services/food-pantry) (<https://pc.fsu.edu/students/student-services/food-pantry>). The pantry is located at Holley West Hall. If you have questions or concerns, contact Kathleen Duval LCSW at krduval@fsu.edu or (850) 770-2174.

SYLLABUS CHANGE POLICY

"Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice."

COURSE SCHEDULE

| | | |
|---------|----------------|--|
| Week 1 | May 15-21 | Start Internship |
| Week 2 | May 22-28 | Two Week Journal Summary Due |
| Week 3 | May 29-June 4 | Internship |
| Week 4 | June 5-11 | Two Week Journal Summary Due |
| Week 5 | June 12-18 | Internship |
| Week 6 | June 19-25 | Two Week Journal Summary Due Pick Theme for Internship Paper (can include in summary) |
| Week 7 | June 26-July 2 | Internship |
| Week 8 | July 3-9 | Two Week Journal Summary Due |
| Week 9 | July 10-16 | Internship |
| Week 10 | July 17-23 | Two Week Journal Summary Due |
| Week 11 | July 24-30 | Work on Internship Paper |

| | | |
|---------|------------------|---|
| Week 12 | July 31-August 6 | Internship Paper Due Supervisor Letter of Evaluation Due |
|---------|------------------|---|



COURSE SUMMARY

All course assignments and texts with due dates are listed below. To be successful in this course, be sure to complete all required assignments and tests by the due date.

Course Summary:

| Date | Details | Due |
|------------------|---|----------------|
| Sun May 28, 2023 | Journal Summary 1 https://fsu.instructure.com/courses/240889/assignments/1930453 | due by 11:59pm |
| Sun Jun 4, 2023 | Journal Summary 2 https://fsu.instructure.com/courses/240889/assignments/1930454 | due by 11:59pm |
| Sun Jun 18, 2023 | Journal Summary 3 https://fsu.instructure.com/courses/240889/assignments/1930455 | due by 11:59pm |
| Sun Jun 25, 2023 | Journal Summary 4 https://fsu.instructure.com/courses/240889/assignments/1930456 | due by 11:59pm |
| Sun Jul 9, 2023 | Journal Summary 5 https://fsu.instructure.com/courses/240889/assignments/1930457 | due by 11:59pm |
| Sun Jul 16, 2023 | Journal Summary 6 https://fsu.instructure.com/courses/240889/assignments/1930458 | due by 11:59pm |
| Sun Jul 30, 2023 | Internship Paper | due by 11:59pm |

Date

Details



<https://fsu.instructure.com/courses/240889/assignments/1930452>

 [Journal Summary 7](#)

due by 11:59pm

<https://fsu.instructure.com/courses/240889/assignments/1930459>

 [Supervisor Letter](#)

due by 11:59pm

<https://fsu.instructure.com/courses/240889/assignments/1930460>
