

Rutgers University
Department of Geography

54 Joyce Kilmer Ave.
Piscataway, NJ 08854

Phone: 732-445-3107

Fax: 732-445-0006

E-mail: hordon@rci.rutgers.edu

Internship Guidelines

Fall 2008

R.M. Hordon

1. All students who want to register for an internship in the Geography Department must obtain a special permission number from the Department Secretary: Betty Ann Abbatemarco. Her office is in Lucy Stone B-254 (Livingston).

The contact numbers for Ms. Abbatemarco are:

732-445-4103; abbatema@rci.rutgers.edu

2. Students may register for 1, 2 or 3 credits for their internship. A 3-credit internship usually involves at least a total of 112 hours, based on 8 hours/week for a 14-week semester.

3. Students who receive academic credit for their internship cannot be paid.

4. The organization offering the internship can be either public or private.

5. All interns must submit a 2-3 page report of what they did during their internship to R.M. Hordon on or before Wednesday, Dec. 10, 2008.

6. Intern reports will be evaluated for form and content. Poorly written reports will affect the final grade.

7. All intern supervisors must submit a confidential evaluation of the work of their intern(s) to R.M. Hordon on or before Wednesday, Dec. 10, 2008. This evaluation must include a recommended letter grade (with "plus" or "minus" if appropriate).

8. The reports by the intern and supervisor can be submitted by email, fax, regular mail, or hand delivery.

9. Tardy reports may result in an Incomplete grade for the course and a lowering of the final grade.