

GMU Geography Internship and Independent Study Procedures

The following procedure is suggested for students wishing to register for independent study and internship credit.

1. Establish that a faculty member (preferably tenure track or full time) is willing to be your faculty advisor for your independent study or serve as a liaison for your internship.
2. Arrange an internship or agree on an independent study topic with your faculty advisor. For an internship, obtain a statement of the work you will undergo from the person in the agency/corporation/NGO that will be supervising you. For independent study, write a one-page outline of your proposed program of study.
3. Bring the agreed-upon statement (including contact information for internships) to your faculty advisor. Once the faculty advisor has agreed with the internship supervisor about the work to be done or approved the statement of the independent study, they will sign the proposal and then take it to the departmental advisor/coordinator.
4. The departmental advisor/coordinator will keep the signed statement on file and submit a copy to the registrar who will issue a unique CRN for you to register for your personal internship or independent study.
5. At the end of the semester the internship advisor and the supervisor will consult to determine how the internship work has advanced your education. Evidence of the work performed must be submitted. This may take the form of a summary essay, a term paper, a web site, a series of maps, or some other product that is determined by the faculty member to sufficiently demonstrate that the educational goals have been met. For independent study, the faculty member should receive the completed work by the last day of classes.
6. Your grade will be determined by your faculty advisor, in consultation with your internship supervisor as appropriate.
7. The departmental advisor/coordinator will maintain the records of students registered for Internship and Independent study and will record the final grade and track the progress of all such student activity. Copies will be kept in the departmental record.