Course Description: Geography and Environmental Science and Policy (ES&P) majors may obtain course credit for a paid or volunteer community-based placement that enhances their professional preparation in geography or environmental science/policy. Geog 492/ESP 495 enrollment is dependent on the submission to the Internship Director of a contract between the student and the internship sponsor at the beginning of the internship or as soon as possible at the beginning of the semester. The contract must be approved by the Director for awarding of course credit.

Instructor & Internship Director
Christine L. Jocoy, Ph.D.

Contact Information
Email: Christine.Jocoy@csulb.edu • Office: PH-1-226 • Geography Dept office: PH-1-210

Office Hours
TuTh 11am-12pm, 2:30-3pm, 5:30pm & by appointment

Class Meetings
Designated Fridays in PH-1-201 from 3:00 to 5:45 (meets approximately 4 times, times vary)

Course Requirements and Final Grade Weighting:

- Completed and signed Internship Contract: must be submitted to Director prior to start of internship or as soon as possible before or within two weeks of the start of the semester in which you are enrolled. [Due Feb 3]
- Current resume to be submitted with Internship Contract or to BeachBoard Dropbox by Feb 3. [Resume and workshop participation = 10%]
- 150 Hours of Internship Work (roughly 10 hours per week for a semester) accounted for with a daily/weekly time sheet or log that includes brief descriptions of activities completed. [150 hours documented = 40%]
- Participation in Discussion of Workplace Issues & Reflection Paper that synthesizes and reflects on the themes of the workplace issues selected for the College of Liberal Arts’ Internship Fridays series. 2017 Author: Ann Friedman [Discussion & Paper = 10%]
- Participation in one of the College of Liberal Arts’ Internship Fridays events or attendance at one of the CSULB Career Development Center workshops. [Attendance = 10%]
- Illustrated Poster that describes your internship experience and skills acquired. [PowerPoint Poster = 10%]
- Oral presentation of poster during class. [5-minute presentation of poster and workshop participation = 10%]
- Final Exam consists of participation in Poster Showcase event [2-minute presentation, attendance, professionalism, & preparedness = 10%]
- Required Attendance at 4 class meetings during the semester including the final exam, to be held on Fridays (specific times and dates to be announced)
  - First meeting, PH-1-201, 3-5pm Introduction and Resume Writing Workshop [presentation by CSULB Career Development Center staff] Feb 3
  - Second meeting, PH-1-201, 3-5:45pm Discussion Mar 17, Mar 24 or Apr 7 (TBD)
  - Optional meeting – Instructions and open work time on Illustrated Posters Apr 7 or 14 (TBD)
  - Third meeting, Illustrated Poster Presentations Apr 14, 21, or May 5 (TBD)
  - Final exam – Poster Showcase May 19 2:45PM - 4:45PM

Internship Contract
A completed and signed Internship Contract is required. This contract outlines your duties and responsibilities and is a contract between you and the internship sponsor. Students will be dropped from course if contract is not submitted by 2nd week of classes.

Current resume
A current resume that includes your internship work is required. CDC staff will help you revise your resume during 1st class meeting.

Internship Hours
The stated requirement is ~150 hours of Internship experience. This is based on an estimate of 10 hours per week for a 15-week semester. Some students will have more hours than this. Some internships (such as volunteer positions) may not meet this stated hourly requirement. Students anticipating fewer than 145 hours should meet with the Internship Director by the 3rd week to determine appropriate activities and assignments so that this requirement is instituted in a fair and equitable fashion.
Written Time Sheet or Log
To account for the hours of internship work completed and for use in preparing your Poster, you are expected to keep a written daily/weekly time sheet or log that includes brief descriptions of activities completed and skills acquired and used. This must document that you have worked at least the 145 hours required to get credit for this course. If you already use time sheets or similar documents at your internship, photocopy them for me. This needn’t be extensive or time consuming. Simply jot down a phrase or couple phrases identifying the project you were working on, type of activity, milestones completed, etc. Keeping this sort of log is a good habit to acquire. In future jobs, when you come up for an annual personnel review, neither you nor your boss will necessarily remember all the great things you did unless you have notes to jog your memory. Five years from now, when you are preparing for another job interview, you may discover relevant activities in your notes you’d forgotten about. In addition, you will draw on this log as notes for the content included on your poster. Also be sure to keep copies of completed reports or other illustrations (digital photos) of your work for use in your poster.

Attendance at Class Meetings
You are required to attend the first meeting, the discussion class, and the meetings in which posters are presented. If you cannot make a meeting due to an excused absence, consult with the Instructor as soon as possible to make alternative arrangements.

Illustrated Poster
An illustrated poster created in PowerPoint that communicates the internship goals and the skills you acquired is required. It should describe the internship sponsor (employer, project, etc.) and your responsibilities, include a photo of you at the internship and photos/graphics/images related to the type of work you were doing, and reflect on the skills and knowledge you acquired. An image could be a photograph of you on the job that communicates what you did (such as participation in a community event) or it might be a map you produced or a photograph of an ecosystem in which you were working. The idea is to communicate as much information as possible to other students who are wondering what different jobs are like. The content of the poster should educate others about the internship as well as provide reflection on the strengths and weaknesses of the experience. Explain what you did in a way that would help you draw on this experience in a job interview, cover letter, or graduate school application. In preparation for designing the poster, you may wish to take some photos and keep copies of documents that help explain what you did, particularly any specific project outcomes accomplished related to your internship work.

Oral Presentation
A presentation to the class (and other members of the geography department and ES&P program) of your poster content is required. In the class meeting(s), you will give a presentation of your internship experience using your illustrated poster as a visual aid. Class meetings will be held to help you prepare for your presentation with the goal of preparing you to discuss your internship in job interviews with future employers. These sessions are intended to serve as a “debriefing” of your internship experiences.

Attendance at College of Liberal Arts (CLA) Internship Fridays event or Career Development Center (CDC) workshop
- CLA is sponsoring a series of talks on select Friday mornings related to making the most of your internship and developing your career. Specific dates and times will be announced.
- The CDC offers workshops designed to help students secure employment in their areas of expertise after finishing degrees at CSULB. Topics include professional development skills such as interview techniques. A schedule of these workshops can be found at: http://careers.csulb.edu/ Click on “Calendar” button.

Class Discussion & Reflection Paper
Students will discuss assigned readings about workplace issues in class and write a reflection paper based on the readings and class discussion.

**Handing in Assignments through BeachBoard:** All assignments should be submitted digitally through BeachBoard. This includes Illustrated Posters in PowerPoint format.

**Final Grade Equivalents:** Undergraduates can elect Credit/No Credit or letter grading. Letter grading is required for Graduate students. Grades of .50 will be rounded up; .49 rounded down (e.g., 89.50 is an A; 89.49 is a B)
Course Policies:

Classroom etiquette: Reading of extraneous materials, listening to headsets/earbuds, having private conversations among students, and talking or text messaging on cell phones is prohibited during class time. As a courtesy to your classmates and me, CELL PHONES, MP3 PLAYERS, AND OTHER ELECTRONIC DEVICES THAT MAKE NOISE should be turned off and put away for the duration of class. Please DO NOT have earphones in your ears during class (even if players are off) and DO NOT send and receive text messages during class. Electronic devices should NOT BE VISIBLE during class time. Use of laptops and I-pads are permitted only for note taking and should not be used for emailing, surfing the web and social networking sites, watching videos, or any other activities unless specified by the instructor. To ensure that laptops and other devices are used appropriately, students using them should disable Wi-Fi during class lectures. All students and others sitting in the classroom must be enrolled in the course unless permitted by the instructor.

Attendance, late assignments, and missed exams: Please read the CSULB attendance policy carefully:

PLEASE BE ON TIME FOR CLASS. I WILL START PROMPTLY AT THE SCHEDULED TIME. DO NOT PACK UP BEFORE I HAVE DISMISSED THE CLASS. I will usually finish early if not on time. As a courtesy, please notify me in advance if you must be late or leave early.

Religious holidays: Students are entitled to excused absences for the purpose of observing their major religious holidays if the instructor is notified by the end of the first full week of classes.

IN GENERAL, I DO NOT ACCEPT LATE ASSIGNMENTS that do not meet CSULB attendance policy excused absences. If you anticipate that you cannot meet a deadline, please contact me in advance. You may hand in your assignments early (i.e. anytime up until the due date). Assignments must be handed in before class on the due date through BeachBoard. Paper submissions are not accepted. Instructions and materials are located on BeachBoard.

Make-up policy: If you miss graded assignments or exams because you are absent and the absence falls under the conditions for an excused absence (see Web page on attendance above), I will work with you to help you make up the work. Be prepared to show documentation. Acceptable documentation includes written notices from doctors, copies of police reports from car accidents, written bulletins from funeral services, or newspaper obituaries. MAKE-UPS WILL NOT BE GIVEN FOR UNEXCUSED ABSENCES OR WHEN DOCUMENTATION OF EXCUSED ABSENCE IS NOT PRODUCED.

Accommodation: It is the student’s responsibility to notify me during the first week of class of the need for accommodation of a disability.

University Withdrawal Policy: It is the student’s responsibility to withdraw from classes. Instructors have no obligation to withdraw students who do not attend classes and may choose not to do so. Withdrawal from a course after the first two weeks of instruction requires the signature of the instructor and department chair. During the final three weeks of instruction withdrawals are not permitted except in cases such as accident or serious illness where the circumstances causing withdrawal are clearly beyond the student’s control and the assignment of an incomplete is not practical. Ordinarily, withdrawals in this category involve total withdrawal from the university. The College of Liberal Arts adheres to this policy strictly, and does NOT sign withdrawal forms in the final three weeks for other reasons. Please check the University’s Registration Calendar for withdrawal deadlines.
http://web.csulb.edu/depts/enrollment/dates/registration_spring.html

Cheating and Plagiarism: Students are encouraged to assist each other in getting notes and instructions for assignments. But all assignments must be individual work. All work prepared for this course must be original and prepared for this class only during this semester only. The Academic Integrity Committee for the University is responsible for dealing with cases of plagiarism and cheating. Make sure you know how these offenses are defined and the punishments imposed for them. In particular, borrowing any author’s
words (from a Web site or otherwise) without citing that person constitutes plagiarism, even if you change the words ever so slightly. If you have a question about proper citation formats, etc. you should contact the instructor. Students have RIGHTS. You should make sure you know to what you are entitled in cases of accusation of plagiarism or cheating.

http://www.csulb.edu/divisions/aa/catalog/current/academic_information/cheating_plagiarism.html

**Faculty reporting of cheating and plagiarism**: In implementation of the Executive Order from the Chancellor’s Office that requires documentation of faculty action regarding cheating and plagiarism, the Academic Senate revised the Cheating and Plagiarism Policy to include the following language: “After action has been taken by the faculty member, the faculty member shall complete a form that identifies the student who was found responsible, the general nature of the offense, the action taken, and a recommendation as to whether or not additional action should be considered by the Office of Judicial Affairs. The complete form should be sent by the faculty member to both the provost and the vice president for student affairs whenever cases of academic dishonesty are handled by the faculty member.”

http://web.csulb.edu/divisions/aa/grad_undergrad/senate/policy/academic/alphabetical/documents/Academic_Integrity_Form.pdf

Any student caught cheating or plagiarizing at any time and on any type of assignment, exam, quiz, presentation, or homework risks receiving an “F” for the course or some component of the course at the instructor’s discretion. Additionally, a copy of the offense may be forwarded to the Office of Judicial Affairs for review and potential action on your permanent school record. Ignorance of what constitutes plagiarism or cheating is **not** a valid excuse.

**Computer Help!** The CSULB Technology Help Desk is available for students. The URL for the Help Desk is: http://helpdesk.CSULB.edu; phone at 985-4959.