|  |  |  |
| --- | --- | --- |
|  | New Mexico State University Department of Geography **Graduate Residency Form**  Updated 19 September 2019 | **nmsu_logo** |

This form must be filled out before the residency begins. No credit may be given unless this form is on file in the Geography Department Office prior to the student beginning work at the agency or firm.

**Student Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name: |  | Major: |  |
| First Name: |  | Major Degree: |  |
| Banner ID: |  | Minor: |  |
| Email: |  | Minor Degree: |  |
| Phone: |  | Concentration: |  |

**Residency Information**

Number of credit hours:

Number of work hours:

Faculty advisor:

Sponsor:

Agency/firm/company:

1. Residency objectives:
2. Required readings:
3. Work tasks and approximate due dates:
4. Work products:

* Final residency report

1. Performance evaluation metrics:

**Additional Required Items**

* 1. Letter of evaluation from the agency/firm (signed by field supervisor).
  2. Letter from the student discussing how the geography curriculum prepared him/her for the residency and how the curriculum could be improved (signed by student).
  3. Final residency report (and additional work products, if applicable) prepared by the student that demonstrates clearly that the residency/internship objectives noted above have been met.
  4. Final oral exam in which the student presents the residency work products and answers the questions of committee members.

|  |  |  |  |
| --- | --- | --- | --- |
| **Approval Required** | **Printed Name** | **Signature** | **Date** |
| Student |  |  |  |
| Faculty Advisor |  |  |  |
| Sponsor |  |  |  |

*Please scan the completed form and* [*email it to Dr. Michaela Buenemann*](mailto:elabuen@nmsu.edu)*, Department Graduate Program Director.*