



NEW MEXICO STATE UNIVERSITY  
DEPARTMENT OF GEOGRAPHY  
**GRADUATE RESIDENCY / INTERNSHIP FORM**



(Revised 9 August 2011)

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*This form must be filled out before the internship/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.*

Number of credit hours \_\_\_\_\_ Number of work hours \_\_\_\_\_ Instructor \_\_\_\_\_

Field Supervisor \_\_\_\_\_ Agency/Firm \_\_\_\_\_

1. All required readings should be listed below:

2. List the objectives of the internship---Upon completion of the internship, the student should be able to:

3. Work plan ---What will the student do while he/she is with the agency or firm? List here the students work tasks and provide a general idea when they should be completed.

4. Evaluation---How will the student's work product be evaluated?

Required Items:

- a. Letter of evaluation from the firm or agency (Signed by field supervisor)
- b. Letter from the intern discussing how the geography curriculum prepared him/her for the internship. Please comment on ways the curriculum could be improved.
- c. Work product(s)---The student is required to produce a physical work product (final residency report) that reflects the amount of time and quality of work effort. The student will also present the results of the residency at the final oral exam. Below list the work product(s). (Putting in time is not adequate for internship credit from NMSU).

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Field Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_