

INTERNSHIP PAPER GUIDELINES

Department of Geography and Planning
Appalachian State University

The internship experience should provide students with opportunities to perform in the workplace and to accomplish applied research using the disciplines of Geography and Planning. The final document is a formal paper presented to the student's Advisor (undergraduate students) or Graduate Committee and its Chair (graduate students). The title of your written paper should specifically relate your internship experience to the disciplines of Geography and/or Planning (e.g., "A Spatial Analysis Utilizing GIS to Assess Water Quality," "A Geographic Assessment of Land Use Change in AnyTown, 1920-1999", or "Planning for Open Space Utilization in BoomTown"). Final internship papers should contain references, a bibliography, be bound with a plastic cover, and have a title page, table of contents, and a list of graphics. Although each student should work with his or her Advisor or Committee Chair to determine specific format requirements for the paper, following is the recommended format:

- 1. Introduction:** Describe the purpose of your internship, what organization it was with, how you received it, and tell the reader how this internship paper is organized under the remaining headings below (e.g., what generally is included under each of the headings).
- 2. The Host Organization:** Describe the details of your internship's host organization (or agency), its location, mission, office organization, operation, personnel, and your participation within the organization.
- 3. An Overview of Responsibilities:** What specifically did you do, to whom did you report, what was your normal daily schedule, and how did you interact with others both within and outside the organization?
- 4. Specific Projects and Tasks:** Describe separately – and in detail – all major projects that you worked on (to include getting organized, execution, and outcomes). Also include examples of your work (using appendices if greater than one page in length).
- 5. Evaluation of Your Experience:** What went right, what went wrong, what did you learn, what would you do differently, were your initial expectations reasonable, and how well did your coursework at Appalachian help prepare you for this internship?
- 6. Appendices:** Use as many as necessary, and include a listing of appendices as the first page of multiple appendices.
- 7. Log:** It is a requirement that you keep a log of your activities and that you submit a weekly e-mail report to your Advisor or Chair. Advisors or Chairs may additionally require that you attach your log or weekly e-mail reports as an appendix.
- 8. Bibliography.** Document all sources used in your internship paper, using a standard bibliographic form of citation.