



**To All Intern Supervisors:**

On behalf of the Department of Geography, Florida State University, I thank you and your organization for accepting our graduate students as interns. I would like to take this opportunity to review the requirements for the students:

- Students work for at least 150 hours in total (11.5 hours per week for 13 weeks or 12.5 hours per week for 12 weeks depending upon the length of a semester).
- Money payment is encouraged but is at the discretion of the agency.
- Students write several progress reports and a final report relating their intern experience to their academic work. Some office personnel will be asked to supply information that will aid the student in completing their reports.
- You are to write a letter of evaluation on the intern's performance with your organization. This letter will be an important component when assigning the student's final grade. Please include an advisory grade (*satisfactory* or *unsatisfactory*) in your report. This must be returned to me close to the end of the term. The intern will supply you with the due date.
- Interns registered for academic credit are considered pre professionals and should not be gofers or chasers or be assigned secretarial/clerical tasks. In order to receive academic credit for their work, they are to be given meaningful, substantive tasks related to the core purpose of your organization and of relevance to the intern's graduate major in Geographic Information Science. You will be asked to approve a description of the intern's duties and evaluate the intern in that context.

If you have questions or problems, please contact me through email (xyang@fsu.edu).

If we can do anything to improve the program, be sure to let us know. Thanks for your cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read "Xiaojun Yang".

Xiaojun Yang, Ph.D.  
Professor Directing GIScience Capstone  
Professor of Geography