



DEPARTMENT OF GEOGRAPHY

COLLEGE OF SOCIAL SCIENCES & PUBLIC POLICY

To All Intern Supervisors:

On behalf of the Department of Geography at Florida State University, I would like to thank you and your organization for accepting our graduate students as interns. Your support plays an essential role in their professional development.

I would like to take this opportunity to review the internship requirements:

- Students must complete a minimum of 150 total hours (typically 11.5 hours per week for 13 weeks or 12.5 hours per week for 12 weeks, depending on the semester length).
- Monetary compensation is highly encouraged but remains at the discretion of the agency.
- Students are required to submit several progress reports and a final report connecting their internship experience to their academic work. Some office staff may be asked to provide information to assist in the completion of these reports.
- As the intern supervisor, you will be asked to provide a letter evaluating the intern's performance. This evaluation is an important component in determining the student's final grade. Please include a performance category in your evaluation: ***Does not Meet Expectations, Meets Expectations, or Exceeds the Expectations***. The intern will inform you of the submission deadline.
- Interns registered for academic credit are considered pre-professionals. They should not be assigned tasks such as running errands, performing clerical work, or handling secretarial duties. Instead, they are expected to take on meaningful, substantive tasks that align with your organization's core mission and relate 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 their performance accordingly.

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", is written over a light blue horizontal line.

Xiaojun Yang, Ph.D.
Professor & MSGIS Program Coordinator
Department of Geography
Florida State University

Tallahassee, FL 32306, USA
Email: xyang@fsu.edu