Geography Internship Program
GEO 4380, 5380, 5680 and NHT 4302

First Steps to an Internship in Geography or NHT
Prof. Mark Carter ELA 134 (E-mail: MC12@txstate.edu)

1) Review Internship Guidelines and Course Syllabus.

2) Complete Internship Application Form.

3) Deliver the following internship application documents to the main Geography Department Office, ELA 139. Ask the office staff to place in Prof. Carter’s paper mailbox.
   a) Internship Application Form (Included in this packet)
   b) Your current grades / unofficial transcript
   c) Your current resume - If you do not have a resume see example inside this packet and / or check with Career Services on the 5th Floor of LBJ Student Center for assistance.

4) Prof. Carter will contact you by e-mail to confirm receipt of your internship application materials and to set-up an appointment to discuss.

5) We begin working together to identify an internship that will help you achieve your career goals.

   Internship-for Credit Program Requirements
   1) Work a minimum of 150 hours
   2) Maintain a daily work-log
   3) Complete an internship assessment report

TRACS Geography Internship and Career Site

1) Go to: https://tracs.txstate.edu
2) User Name: geoguest
3) Password: geography
4) Select GEOGRAPHY CAREERS
5) Check RESOURCES for internship postings
6) Also check Geography Internship & Career Planning ‘Tool Kit’ folder for lots of useful information