

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

First Steps to an Internship in Geography or NHT
Prof. Mark Carter ELA 136 (E-mail: MC12@txstate.edu)

- 1) Review Internship Guidelines and Course Syllabus.
- 2) Complete Internship Application Form.
- 3) Download your current transcript from CATSWEB.
https://catsweb.txstate.edu/app/student_grades



- 4) Submit to Prof. Carter:
 - a) **Internship Application Form**
 - b) **Your current transcript** (Grades from CATSWEB)
 - c) **Your current resume** (If you do not have a resume, please check with Career Services on the 5th Floor of LBJ Student Center for assistance).

You may stop by during office hours or drop internship documents off at main Geography Department Office, ELA 139. Ask office staff to place in my paper mailbox.

- 5) I will contact you by e-mail to confirm receipt of your application and related materials, confirm you are qualified to register for the internship program for academic credit and to set-up an appointment to discuss.
- 6) We begin working together to identify an internship that will help you achieve your career goals.

Prof. Carter's Office Hours
Tuesdays and Thursdays 3:30 - 5:00
Other mutually agreeable times also possible
E-mail for an appointment



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