



GISC415-17S2

GIS Internship

Department of Geography

Course outline

This course will be delivered through experiential learning, with students placed in GIS internship positions in industry/government/not-for-profit organisations where they actively participate in GIS project work. A 0.125 EFTS MGIS internship must incorporate a **minimum of 100 hours of work in a supervised position that involves GIS development, support, administration, or maintenance**. Evaluation of learning will occur through a written report and presentation based on daily work diaries, with students providing reflection on their experiences.

Course aims and learning outcomes

The aims of this course are to:

- Apply GIS skills in a real world setting
- Students to gain an awareness of the breadth of research/applications undertaken in industry/government/academia
- Develop research and communication skills

The outcomes envisaged are both subject specific (enhancing students' GIS skills) as well as transferable. By the end of this course students should:

- have increased experience in accomplishing practical GIS tasks
- have improved skills / maturity in performing within professional work environments
- have achieved specific learning objectives agreed upon between the student, academic advisor, and hosting organisation

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Internships administrator: Kathy Hogarth (Room 509 Geog)

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Mode of course delivery

The course will be delivered mainly through experiential workplace based learning. You are required to complete 150 hours of work. This is complemented by face to face sessions detailed below, including workshops run by geography and careers, employment and internships staff designed to prepare you for entry to the workplace. The two workshops will address how to compile a CV as well as how to prepare for interviews using behavioural interview techniques. There are drop in sessions available (by appointment) to deal with any queries or concerns arising from the internship.

Allocation of Placements

You are advised to submit a statement of interests, in order to ensure appropriate projects can be found for your internship, however specific placements cannot be guaranteed and those available will vary from year to year. You may also try and find appropriate projects for yourself although these will be vetted by the course coordinator to ensure they meet the guidelines.

Course Timetable: Thursdays 2-4

Week	Description
1 (20/7)	Introductory lecture
2 (27/7)	CV workshop
3 (3/8)	CV module – online module
4 (10/8)	CV writing support
5 (17/8)	Interview Workshop
6 (24/8)	Interview module - online module
7 (31/8)	<i>BREAK</i>
8 (7/9)	<i>BREAK</i>
9 (14/9)	Reflecting on Internships so far
10 (21/9)	No session – appointments available
11 (28/9)	No session – appointments available
12 (5/10)	No session – appointments available
13 (12/10)	No session – appointments available
14 (19/10)	Course summary & reflections

Course requirements

To be eligible to be credited with a pass in GISC415, you must meet the following minimum course requirements:

1. Complete **100 hours** of work in host organisation approved by the department
2. Complete and hand in **all assignments**
3. Attend **two workshops** and **complete workbooks**

Assessment

Formal assessment for the course is based on course assignments. All work must be submitted by the due dates in the format prescribed.

Assessments Timetable: Due dates

Week 3	CV online module	Friday 20/10 or by Thursday 3/8 if feedback required	5 pm
Week 4	CV	Friday 11/8	5 pm
Week 7	Interviews online module	Friday 20/10 or by Thursday 3/8 if feedback required	5 pm
Week 14	Final Report	Friday 20/10	5pm
Week 14	Host org assessment form	Friday 20/10	5pm

Assessment	%	Description
Workplace evaluation <i>Learning Outcomes: 1, 2, 3 and 4</i>	40	A work log which covers what work was completed each session. This should cover the skills you used as well as any new skills you learned in the process. The host organisation will assess your performance using a host organisation assessment form . We will contact host organisation to complete assessment form
Self-evaluation and reflection <i>Learning Outcomes: 2, 3 and 4</i>	30	To write up a report detailing the key skills learned and reflecting on your experiences, what worked and what didn't work so well. This will help you understand your strengths and weaknesses, identify your actions, recognise areas for improvement. (2,000 words) DUE: Week 14 – Friday, 5pm
Employability skills and preparation <i>Learning Outcomes: 2, 3 and 4</i>	30	You are required to attend / complete a CV writing and an interview workshop . You must produce a CV which could be suitable for use in applying for GIS related jobs.

CV and Interview Workshops: Due dates for workbooks.

Attending the CV and Interviews workshops and successful completion of both online modules is a course requirement. Following the workshops, you will have one week to complete the online course and submit the workbook on the LEARN dropbox.

The course link will be posted on learn following the workshops morning and the course should be completed with the workbook submitted **by 5pm the following Thursday**. Feedback will be provided before the CV deadline if the workbook is submitted by 3rd August.

CV

You are required to produce a CV which could be suitable for use in applying for GIS jobs. The CV should follow a format which may be readily used for applying for jobs. This will be covered in the workshop session. See the rubric to understand the requirements in more depth.

You may choose to use the opportunity to practice responding to a specific job advert – if you find a job you wish to tailor your application to then upload a copy of the advert with your assignment so that we can give feedback as to how you address the specific requirements of the job.

CV rubric (indicative only)

The CV should be targeted at a job which would be suitable for a geography graduate.

The Cover letter and CV will be marked on the following basis.

Cover Letter

- Appropriate introduction / clear purpose
- Demonstrates a match to the position – skills / knowledge/ experience
- Shows knowledge of organisation they are applying to, and why they are applying
- No more than one page; appropriate font size and margins

CV – Required sections

Personal details

- All relevant contact information included
- Unnecessary information is excluded (e.g. your date of birth/age, marital status, health status)

Education

- Name of institution, qualification, dates
- Reverse chronological order

Skills

- Reflective of the job application
- Expertise in geographical skills
- Evidence of transferable skills (e.g. Communication / team work)
- Use of action verbs and avoidance of the first person

Work History

- Name of position, employer and dates
- Responsibilities outlined
- Relevant skills / attributes highlighted (if these haven't been covered in a separate Skills section)
- Key accomplishments outlined (where applicable)
- Use of action verbs and avoidance of the first person

Optional / alternative headings (e.g. Interests, Achievements, Career Goal)

- Included where appropriate

Referees

- Appropriate referees have been selected (e.g. academic , employer (recent or current) and/or a character referee)

Presentation of CV

- Targeted and relevant to application - does the CV stand out? Does the CV sell the skills of the individual?
- Clarity – of writing / flow of information and organisation /language (spelling and grammar)
- Consistency in style of presentation /well formatted /looks professional
- Conciseness - no more than 2-4 pages in length

General summary and comments:

Suggestions for improvement:

Workplace evaluation Host Organisation Assessment Form

The following areas are what we ask for feedback for from employers for the workplace evaluation, which constitutes 40% of your grade.

Key skills
<p>Organisation and Planning: Provide a brief description relating to the ability of the student to organise and plan their work during the course of the internship</p>
<p>Teamwork: how did the student work with other members of staff</p>
<p>Presentation: comment on the level of presentation of the students work during the internship</p>
<p>Communication skills: how would you rate the student in terms of competency to communicate;</p> <p>a.) verbally / face to face / oral b.) written c.) electronically (e.g. email)</p>
<p>GIS skills: how would you rate the student in terms of competency with GIS software and knowledge</p>
<p>Self-direction and motivation: Rate and comment on the student's ability to direct their own work where appropriate and their level of motivation.</p>
<p>Cooperativeness</p>

Final Report: Self-evaluation and reflection

Write up a *final report of 2,000 words* detailing the key skills learned and reflecting on your experiences, what worked and what didn't work so well. The report should give some brief context in terms of the organisation and project you worked with. The main body of the report should be based on what new skills you learned during the internship as well as how you applied your existing skills to particular areas of work.

This is similar in nature to a job interview process where you may be asked to "give an example of how you applied your GIS skills in a real-world setting" for example. Also, it is worth reflecting on what worked well and what did not work as well, providing suggestions as to how you dealt with problems or how you could deal with problems in the future.

You should reflect on your internship experience in relation to the course aims and objectives.

Work Log

You are required to produce a work log. This will not be assessed but should cover what work was completed during placement. This should also cover the skills you used as well as any new skills you learned in the process.

Recommended Reading

See the careers reading list, available here:

http://www.canterbury.ac.nz/careers/career_resources/books_index.shtml

Late work penalties

Late work handed in without an extension is subject to these penalties:

Up to 1 week late – 2 grade penalty (e.g. A to B+)

More than 1 week, but before coursework handback – 4 grade penalty (e.g. A to B-)

After coursework handback – 8 grade penalty (e.g. A to C-)

Special Considerations

Students may apply for special consideration if their performance in an assessment is affected by extenuating circumstances beyond their control. Applications for special consideration should be submitted via the Examinations Office website <http://www.canterbury.ac.nz/exams/> within five days of the assessment. Where an extension may be granted for an assessment, this will be decided by direct application to the Department and an application to the Examinations Office may not be required. Special consideration is not available for items worth less than 10% of the course.

Students prevented by extenuating circumstances from completing the course after the final date for withdrawing, may apply for special consideration for late discontinuation of the course. Applications must be submitted to the Examinations Office within five days of the end of the main examination period for the semester.

Dishonest academic practices

Every year several students fail Geography courses due to dishonest academic practices or breaches of instructions such as copying other students' work, web or literature sources, plagiarism or sharing UC computer account details. Please note that in GEOG all assignments may be processed through the plagiarism checking software Turn-it-in <http://turnitin.com/>.

Several useful UC guides to understanding plagiarism and other dishonest academic practices can be found via the main UC webpage search tool. If you at all unsure, please feel free to consult with your course coordinator(s) regarding concerns about avoiding dishonest academic practices – we are here to help before you hand in. BUT ultimately it is your responsibility to make sure you know what dishonest academic practices are, and to avoid them. For example, you will be able to share class resources for some of your assessment work. But all of the text, tables and figures you submit for individual assignments must be your own work, written in your own words, unless presented in quote marks with appropriate source citations or stated as otherwise in the assignment instructions (e.g. for group assessment pieces).

If your assignments contain problematic material, you will be invited to meet with the Geography HOD and course coordinator to explain this. If you choose not to meet, or cannot offer an acceptable explanation, then you may be given an automatic zero grade or referred to a UC Proctor. If you are found guilty of dishonest academic practice, then your details may be recorded on the university's dishonest practice register for future years, and other penalties may be applied.

Geography Assignment Cover Sheet

Geography has an official assignment cover sheet, available in printed form from level 5 of the Geography building or in electronic form from here: http://www.geog.canterbury.ac.nz/documents/Geog_Assignment_Cover_Sheet.pdf. Please include and complete this cover sheet with all assignments handed in to the Department in hard copy. We may not be able to mark your work unless this cover sheet has been attached and completed fully.

