

**Texas A&M University-Corpus Christi**

**ATSC 4498: Internship in**

**Atmospheric Science**

**Internship Packet**

This Internship Packet contains information and copies of all documents needed to obtain authorization to register for and to complete the course. A student must present a completed and fully approved, signed contract to the Department of Physical and Environmental Sciences, NRC 3500 by the registration deadlines to have the course created. The department administrative assistant will create the course and provide the student with the CRN so the student may finalize registration either via SAIL or in person through the Office of the Registrar. It is the student's responsibility to finalize registration by the appropriate deadlines. See academic calendar for deadline dates: [tamucc.edu/academics/calendar](http://tamucc.edu/academics/calendar).

# ATSC 4498: Internship in Atmospheric Science

## Overview

ATSC 4498 (Internship in Atmospheric Science) gives undergraduates an opportunity to obtain valuable paid or unpaid work experience related to atmospheric science, to better position them for employment after graduation. Students contract to work a specified number of hours weekly with a non-profit, local government, state or private agency or private industry, in return for college credit as follows:

Long academic semester (fall or spring)

- 3-6 hours per week = 1 credit hour
- 6-9 hours per week = 2 credit hours
- 9-12 hours per week = 3 credit hours
- 12-15 hours per week = 4 credit hours

Summer semester (summer I or summer II)

- 6-12 hours per week = 1 credit hour
- 12-18 hours per week = 2 credit hours

Students may contract for up to 4 credit hours if carrying out the internship over two summer sessions (11 weeks). An internship may be performed outside of the formal academic term or session with approval of the Professor of Record. A student may intern only twice with a single office or agency. Internships cannot award graduate credit.

## Responsibility of Student

An internship demonstrates a student's professionalism and ability to apply what has been learned in the classroom, including both "hard" and "soft" skills. Therefore the student begins by taking the initiative in arranging his/her own internship. The student must:

- Obtain an **Internship Packet** from the Academic Advisor or College website.
- **Make initial contact with a potential internship** office and explain internship requirements to personnel if needed.
- Work with Supervising Professional at internship site to identify objectives (what will student learn?) unique to planned internship.
- Complete **Internship Contract** and obtain signature of Professor of Record and PENS Department Chair.
- If interning out of country, you must clear travel through Study Abroad office, UC 226C.

- Present completed forms to PENS administrative assistant (NRC 3500) who will create course section, email student PDF of Signed Contract, and provide student with 5-digit CRN. Student then registers for course via SAIL or in person at the Office of the Registrar.
- Electronically submit PDF of signed Contract to Professor of Record at beginning of internship.
- During the internship, student must maintain a daily **Log** (see next section) of hours worked, activities performed, and weekly Reflections; and electronically submits Log to the Professor of Record by the last class day of the term.
- At internship midway point, student completes **Midterm Internship Self-Evaluation** and electronically submits it to Professor of Record.
- Give Supervising Professional **Final Internship Evaluation Form** to complete, and electronically submit completed Evaluation Form to Professor of Record by last class day of term (or ensure Supervising Professional submits it).

## Internship Log

Students maintain a Log of the internship, including hours worked, activities, and reflections about the activities or the internship in general. The Log provides proof of your regular efforts in the internship, and the tasks to which you are being assigned. Reflections should evidence your personal growth in the internship position; for example, they may demonstrate that you gained a better appreciation of the duties and role of the office in general, or the ease of doing specific tasks.

## Responsibility of Professor of Record

The ATSC Program Coordinator will serve as the Professor of Record for all ATSC 4498 internships and will:

- Guide Student to identify appropriate intern sites;
- Review Student's Midterm Self-Evaluation, Internship Log with Reflections, and Final Internship Evaluation. The Professor of Record will contact the Supervising Professional if needed for further evaluation of Student's performance.
- Assign course grade.

**Texas A&M University-Corpus Christi**  
**ATSC 4498: Internship in Atmospheric Science**  
**Study Contract**

SEMESTER: \_\_\_\_\_ YEAR: \_\_\_\_\_ SEM.HRS. CREDIT: \_\_\_\_\_

STUDENT ID: A \_\_\_\_\_

STUDENT: \_\_\_\_\_ PHONE: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

SUPERVISING PROFESSIONAL: \_\_\_\_\_ PHONE: \_\_\_\_\_

AGENCY/COMPANY: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

PROFESSOR OF RECORD: Pat Fitzpatrick PHONE: (361) 825-4061

STREET ADDRESS: Texas A&M University-Corpus Christi, 6300 Ocean Drive, CS 243

CITY/STATE: Corpus Christi, TX ZIP: 78412-5802 EMAIL: patrick.fitzpatrick@tamucc.edu

**INTERNSHIP DESCRIPTION:**

This course involves the student in a paying or non-paying position at (company or agency name) \_\_\_\_\_ . The student will work an average of \_\_\_\_\_ hours weekly for that organization between these dates: \_\_\_\_\_ to \_\_\_\_\_. The course is intended to offer the opportunity for an applied learning experience and for career development in the area of atmospheric science.

CHOOSE ONE: This internship will be  Unpaid  Paid at rate of \$\_\_\_\_\_ per \_\_\_\_\_ .

*If planning to intern out of country, you are required to meet with the Study Abroad Office located in University Center 226C. Call 361-825-3346 for more information or email study.abroad@tamucc.edu.*

**INTERNSHIP OBJECTIVES:**

Objectives are to learn useful skills, techniques, and knowledge applicable to a career in atmospheric science, including, insofar as possible (To student: List specific skills, tasks, or procedures you hope to learn):

- 1)
- 2)
- 3)
- 4)



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**Midterm Self-Evaluation**

**STUDENT:** \_\_\_\_\_ **SEMESTER:** \_\_\_\_\_ **YEAR:** \_\_\_\_\_

**SUPERVISING PROFESSIONAL:** \_\_\_\_\_

**AGENCY OR COMPANY:** \_\_\_\_\_

**PROFESSOR OF RECORD:** Pat Fitzpatrick

**TO THE STUDENT:** *As noted in your Internship Study Contract, you agreed to meet with your Supervising Professional if needed, to review your Internship Objectives stated in the Contract, and to evaluate the internship and your own performance via this form. Please complete the following questions thoughtfully. They will help you and your Professor of Record to review the internship program and your performance. Submit this electronically to your Professor of Record by the midpoint of your internship.*

1) What have you learned (knowledge or skills) in your internship that you did not know before?

2) What other specific skills or knowledge would you have liked to learn? Could you learn these in your present internship or does there seem to be no opportunity?

3) Are you satisfied or dissatisfied with this internship? Explain.

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**Supervising Professional's Final Evaluation**

**STUDENT:** \_\_\_\_\_ **SEMESTER:** \_\_\_\_\_ **YEAR:** \_\_\_\_\_

**SUPERVISING PROFESSIONAL:** \_\_\_\_\_

**AGENCY OR COMPANY:** \_\_\_\_\_

**PROFESSOR OF RECORD:** Pat Fitzpatrick

**(OPTIONAL WAIVER)** I hereby waive my right of access to the evaluation recorded below.

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

**TO THE SUPERVISING PROFESSIONAL:** You have supervised this student in an intern position. Your cooperation in evaluating this student's ability and performance is appreciated.

	<b>Excellent</b>	<b>Above average</b>	<b>Average</b>	<b>Below average</b>	<b>Not observed</b>
<b>INITIATIVE:</b> Takes necessary action independently					
<b>ADAPTABILITY:</b> Adjusts to new changing situations					
<b>COOPERATION:</b> Works in harmony with others					
<b>ORAL EXPRESSION:</b> Organizes ideas effectively					
<b>WRITTEN EXPRESSION:</b> Writes clearly and concisely					
<b>POISE:</b> Self-confidence, group interaction					
<b>APPEARANCE:</b> Neat and well-groomed					

Briefly evaluate this student's preparation upon entering the intern position:

Briefly evaluate this student's overall performance in the intern position:

If I had an opening for a full time position, I would hire this student:

Agree:

Disagree:

Other comments:

What letter grade would you assign this student, based on his/her performance in the internship (A, B, C, D, F)? \_\_\_\_\_

***Please Check Your Preference and Sign Below:***

I ( do do not) wish that TAMUCC hold my comments in confidence.

***NOTE:*** Under the Privacy Act of 1974, TAMUCC may be required to provide your comments to this student regardless of your response to this question, **unless** he/she has signed the Waiver of Access statement at the top of the previous page.

\_\_\_\_\_  
*Signature of Supervising Professional*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Business Address*

***Please submit this form electronically either as an Assignment through Blackboard or by email to: [patrick.fitzpatrick@tamucc.edu](mailto:patrick.fitzpatrick@tamucc.edu)***