

Texas Railroad Commission (TRRC) Internship Contract

Student name: _____ EID: _____ Email: _____

Major(s): _____ Year in school: _____
 (Freshman, Sophomore, etc.)

Location of internship: _____ Semester of course credit: Fall _____ Spring _____ Summer _____
 (city, state/country) (year) (year) (year)

Title: _____
 (Placement of internship)

Faculty supervisor name: _____

Faculty supervisor email: _____

Internship supervisor name: _____

Internship supervisor email: _____

Required documentation for TRRC Internship application and course registration eligibility:

- 1-page, typed statement describing your proposed internship experience, including your goals for the experience. In your description, be sure to clearly articulate how your proposed internship experience relates to your majors/ degree or career goals.
- Completed TRRC Internship Contract form.

Complete the following in collaboration with your faculty supervisor:

- Student Requirements:
 - See page 2 for requirements of all students in an internship experience.
 - Additional requirements as agreed upon by the faculty supervisor and student (e.g. reading list, field work etc.). **Please specify below.**

- Basis for grading for semester:
 - The basis for grading is agreed upon by the professor and student. **Please specify below.** For additional information, see TRRC Internship expectations and guidelines on page 2. (If coursework includes a writing assignment, please specify the number of pages.)
 - **NOTE:** All TRRC Internship Experiences should be graded on a letter-grade basis.

- Professor/student conferences (e.g. weekly in-person meetings, email contact every other week, etc).
 - Frequency of contact: weekly biweekly other
 - Type of Contact: in-person meetings email contact other
 If other, please explain: _____

We have read the TRRC Internship expectations and guidelines on page 2 and agree to the terms stated above.

Faculty Signature: _____ **Date:** _____
 (Faculty supervisor must be an active faculty member at the Jackson School of Geosciences)

Student Signature: _____ **Date:** _____

Internship Experience Expectations and Guidelines

I. Student Requirements:

- **160-180 hours of internship experience.**
- **Two mandatory internship check-in meetings with your academic advisor or JSG Career Services.**
- **Completion of at least two informational interviews with professionals at your internship site, along with a 1-2-page written reflection on both interviews.**

II. Expectations for Students Completing TRRC Internship Experience

IMPORTANT: Academic requirements in addition to those described above are at the discretion of the supervising faculty member.

In addition to the Student Requirements listed above, students must meet the expectations stated below.

- Agree on a plan for the semester with the faculty supervisor *before* the connecting experience begins. The plan should include academic requirements, the basis for grading the experience, and a plan for student/professor meetings for the semester (frequency of contact; via email, in-person, etc).
- Use good communication skills. It is the student's responsibility to report progress and seek guidance when needed. If you encounter a problem or make a mistake, discuss it with your faculty supervisor and/or internship supervisor right away. If you have questions about your internship obligations, contact your academic advisor so that issues are addressed in a timely manner.
- Be self-motivated. Students are expected to be active and reliable participants in the internship experience. Your supervisor should not have to prompt you to show up for work or finish a project.
- Know the expectation for course credit. Students are responsible for knowing and fulfilling any departmental requirements and for keeping the faculty member supervising the internship experience informed about their work.
- Follow the University of Texas at Austin *Honor Code* and *Standard of Academic Integrity*.

III. Guidelines for Faculty Supervising TRRC Internship Experience

IMPORTANT: Academic requirements in addition to those described here are at the discretion of the supervising faculty member.

- Meet with student periodically throughout the semester or arrange regular e-mail contact.
- In conjunction with the student's academic advisor and JSG Career Services, act as an advocate for the student, ensuring that the internship is educational and meaningful.
- Encourage student to make connections between the internship experience and methodologies, controversies, and trends in the field or discipline the student is interested in exploring.
- Help student consider new directions and possible career paths.
- Assign final grade to the TRRC Internship course.
- The internship supervisor will be asked at the end of the semester to certify that the student met the minimum hour requirement (160-180 hours) and to provide a brief evaluation of the student's performance. Responses we receive will be provided to the faculty mentor, to help inform the final grade assignment.

Contact:

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