The Master of Science program in Geographic Information Science for Development and Environment (GISDE) teaches students to become professionals in careers where they apply the world’s most advanced computer mapping and spatial analysis technologies to address crucial issues concerning socioeconomic development and environmental science and policy.

A program in collaboration with IDCE and Clark University’s School of Geography, the GISDE program is unique in a variety of ways. It focuses specifically on applications of geospatial technologies to problems of sustainable development and the environment, such as:

- Public health and environmental justice
- Global change and earth system monitoring
- Land use change
- Food Security and humanitarian assistance

Clark Labs for Cartographic Technology and Geographic Systems (www.clarklabs.org) produces the GIS software, Idrisi, which is used in over 180 countries worldwide. It is the only academic institution in the world with a successful 20+ year history of GIS and remote sensing software development. Therefore, GISDE students have a unique opportunity to learn the analytical power of raster GIS using Idrisi in their course work and research. GISDE students may have an opportunity to work at Clark Labs as software testers, programmers or researchers, depending on each student’s qualifications and the needs of Clark Labs.

Numerous opportunities exist for students to conduct collaborative research with IDCE faculty as they pursue their research on issues such as public health, water resources, land use change, environmental degradation, and environmental justice. Many GISDE students have co-published findings of their research with faculty members in respected journals in the field.
Dear incoming GISDE student:

Welcome! This handbook should give you a good sense of the program requirements and how to navigate your way through your two years in graduate school.

If you have suggestions on ways to make this handbook more useful, please let a member of the GISDE faculty know.

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GISDE Course of Study

Prerequisite: Proficiency in general computer skills, including file management in MS Windows XP, word processing (e.g., MS Word) and spreadsheet skills (e.g., MS Excel).
The Master’s degree in Geographic Information Science for Development and Environment requires 12 graduate course units. These include 4-4.5 core GISDE course units (including the Final Masters Paper credit for your final M.S. project), 2.0 units of skills courses, and 5.5-6 units of electives. The elective courses allow students flexibility to take courses that will best help them meet their objectives and strengthen areas that they would like to focus on. We encourage students to take advantage of the diversity of courses offered throughout Clark University, and consider enrolling in courses offered in the other programs in the Department of International Development, Community, and Environment, and in other departments (particularly geography, economics and biology) as approved by the student’s academic advisor. This design allows full-time students to complete the program in four semesters.

Required Core Courses (4 or 4.5 course units)
The GISDE required courses include four core courses plus one required unit devoted to facilitating the completion of the final M.S. project. The core courses provide GISDE graduate students with a common academic foundation in GI Science. In order to enroll in Advanced Raster GIS or Advanced Vector GIS, students must: 1) pass a proficiency exam that typically occurs at the end of the pre-semester GIS training in August, or 2) must pass Introduction to GIS course for graduate students in the first semester.

IDCE388 Advanced Vector GIS (offered every semester; 1 course unit)
This course builds upon the concepts of GIS introduced in Introduction to GIS, and focuses on the more advanced analytical vector GIS tools. Topics include exploratory spatial data analysis, spatial statistics, interpolation techniques, 3D data presentation and analysis, network analysis and multi-criteria decision making. Concepts in lectures are illustrated using the ArcGIS software. Final project is required.

Geog397 Advanced Raster GIS (offered spring semester only; 1 course unit)
This course builds on Introduction to GIS by delving deeper into raster GIS. Topics include time-series analysis, uncertainty assessment, multi-objective decision making, land-change modeling, and spatial statistics. Concepts in lectures are illustrated using the Idrisi software. Final project is required.

GEOG383 Introduction to Remote Sensing (offered fall semester only; 1 course unit)
Introduces basic concepts and analytical methods of satellite remote sensing as applied to environmental systems (e.g. land-cover classification, vegetation monitoring, etc) Emphasizes processing and analysis of digital satellite images, especially Landsat, SPOT, and AVHRR data, for classification of land cover, landcover/land-use change analysis, and other geographic topics.
IDCE391 GISDE Professional Seminar (offered spring semester only; 0.5 course unit; should be taken during your 2nd semester)
This seminar gives a foundation for the Master of Science program in Geographic Information Sciences for Development and Environment and requires students to complete research proposals or internship applications. Students also examine topics concerning the current state of GIS profession and develop professional skills.

IDCE30213 Master’s Final Research Requirement (0.5-1 course unit; must be taken during your 3rd semester)
This course involves collaboration with internship or research advisor to complete a final M.S. project. Internship track students must register for 0.5 credit unit; research track students must register for 1 credit unit. The grade designation for this credit will not be given until the student has completed and submitted their final M.S. project.

Skills Courses (2 required)
GISDE students should take at least two skills courses. These courses include:
IDCE302 Python Programming (7-week course)
IDCE 30274 Computer Programming for GIS (7-week course)
IDCE 30262 Web mapping and Open Source GIS
IDCE 30393 Social Applications of GIS (7-week course)
IDCE 3036 GIS for International Development (7-week course)
GEOG311 Introduction to Quantitative Methods
GEOG347 Intermediate Quantitative Methods
GEOG382 Advanced Remote Sensing
GEOG332 Landscape Ecology
GEOG 319 Concepts and Applications in Spatial Analysis
GEOG 352 GIS and Land Change Science
GEOG379 GIS and accuracy assessment

GISDE Elective Courses (5.5-6 credit units)
Elective courses provide students the flexibility of designing much of their coursework to suit their own needs and to provide depth in a chosen area of focus. Students may take courses offered by the other three graduate programs in IDCE (International Development and Social Change, Community Development and Planning and Environmental Science and Policy) or in other departments, as approved by their academic advisor.

Directed Study and Internships: Students can take up to a total of two units of directed study or internship with a specific faculty member who agrees to guide the independent work. So, in addition to the Master’s Final Research Requirement, students may opt to have an additional course of directed study or internship as an elective.
Please view Clark’s official Academic Catalog www.clarku.edu/academiccatalog for a complete listing of course offerings. Remember that each IDCE program offers flexibility so students can take classes across programs and within other departments at Clark University, including the Graduate School of Geography and the Graduate School of Management.
GISDE Program Faculty

YELENA OGNEVA-HIMMELBERGER, Ph.D.
GISDE Program Coordinator, Associate Professor of IDCE
Research interests: Health applications of GIS and remote sensing; environmental justice and GIS; spatial statistics; urban applications of remote sensing; land-use change and environmental degradation

JIE TIAN, Ph.D.
Assistant Professor of Geographic Information Science

RONALD EASTMAN, Ph.D.
Professor of Geography
Research interests: GIS, remote sensing, cartography

JOHN ROGAN, Ph.D.
Associate Professor of Geography
Research interests: GIS, landscape ecology, land cover change monitoring, fire

GILMORE PONTIUS JR., Ph.D.
Professor of Geography
Research interests: Geographic information science, quantitative environmental modeling, land change science, spatial statistics

FLORENCIA SANGERMANO, Ph.D.
Assistant Professor, Graduate School of Geography
Research interests: Conservation Biology, GIS, Remote Sensing and Landscape Ecology

Choosing and Working with Your Advisors

You will have two advisors in the GISDE program—your academic advisor and your final M.S. project advisor. You already have been assigned an academic advisor. Your academic advisor is one of the core faculty in GISDE and will help you chart a course for your time in the program. You will meet with your academic advisor to help you choose courses and help you select an appropriate final M.S. project advisor, also known as your first reader.

Your choice of the final M.S. project advisor will be based on the degree to which your interests match with the faculty. While you will not have to officially ask a faculty member to be your first reader until the middle of your 2nd semester, you should get to know different faculty members so that you can make a good choice when the time comes.

In order for a faculty member to know if there is a match between your interests, you will be expected to prepare a final M.S. project proposal, as part of IDCE 391 during your 2nd semester. The format for the proposal will be provided by the instructor of IDCE 391. You should feel free to consult with faculty as you develop your proposal.

Once you have secured your final M.S. project advisor and he/she has approved of your proposal, you will submit a copy of it — signed by your final M.S. project advisor — to the GISDE program coordinator by the end of the 2nd semester. If your topic and/or advisor changes, you will submit a new, signed proposal to the GISDE program coordinator.
Academic Integrity

Academic integrity is highly valued at IDCE. Please refer to the following link for more details on academic integrity: [http://www.clarku.edu/offices/aac/integrity.cfm](http://www.clarku.edu/offices/aac/integrity.cfm). Because of the seriousness of plagiarism, we include the direct text from the above website on this issue:

Several ways in which academic integrity may be violated are outlined below.

**Cheating** has three principal forms:

- Unauthorized use of notes, text, or other aids during an examination or in performance of course assignments.
- Copying the work of another.
- Handing in the same paper for more than one course unless the faculty members involved give their explicit permission to do so.

**Plagiarism** refers to the presentation of someone else’s work as one’s own, without proper citation of references and sources, whether or not the work has been previously published. Submitting work obtained from a professional term paper writer or company is plagiarism. Claims of ignorance about the rules of attribution, or of unintentional error are not a defense against a finding of plagiarism.

**Unauthorized collaboration** refers to work that students submit as their own but which was arrived at through a process of collaboration without the approval of the professor. Since standards on appropriate or inappropriate collaboration may vary widely among individual faculty, students should make certain they understand a professor's expectations before collaborating on any class work.

**Alteration or fabrication of data** includes the submission or changing of data obtained by someone else or not actually obtained in the performance of an experiment or study, except where allowed by the professor. It also includes the changing of data obtained in the performance of one's research.

**Participating in or facilitating dishonest activities** includes, but is not limited to:

- Stealing examinations
- Forging grade reports or grade change forms, or altering academic records
- Sabotaging the work of another student
- Selling, lending, or otherwise distributing materials for the purpose of cheating
- Forging or altering Graduation Clearance forms
- Forging letters of recommendation
- Forging signatures on any official university documents

There are serious sanctions for violating academic integrity. We urge you to visit the above website for all of the necessary information.
IDCE Academic Dishonesty Policy

1. First offence - the student gets no credit for the specific assignment and is called in for "warning/reprimand" meeting with the Program Coordinator and the Associate Director. The student is presented the evidence of academic dishonesty and is read the policy. An internal note is placed in their file with the Student and Academic Affairs Office.

2. Second offence (at any point during their time at Clark) - immediate failure in that particular course. The student is required to meet with the Director, Associate Director, and Program Coordinator and is then reported to the Graduate Dean for further sanctions.

3. Third offence - dismissal from the program and the student cannot receive a degree from Clark in future.

From the Graduate School Code of Conduct:

Academic Dishonesty

Where a student is found responsible for academic dishonesty, sanctions may be imposed. Sanctions may include but are not limited to one or a combination of the following responses:

1. Letter of warning.
2. Grade of zero for the particular assignment.
3. Grade of F (Fail) for the course.
4. Academic probation.
5. Notation of sanction on the student’s academic record.
6. Suspension from the University.
7. Expulsion from the University.

IDCE Academic Probation Policy

The first semester a student falls below a 3.0 minimum GPA, the student will receive a letter from the Associate Director stating they are on academic probation. If the GPA is less than 2.7, the Associate Director will meet with the student, hand-delivering the letter. The Associate Director will also give the student the minimum grades they need to achieve the 3.0 that returns their status to good academic standing.

If it is impossible for them to return to good academic standing, they are academically dismissed. In rare cases, exceptions are given if there are other issues at play in a student’s situation (medical or mental health issues for example – in these cases the Associate Director consults with the Dean of Students).

The Registrar’s Office will provide a list of IDCE students who hold two or more incompletes and those that earn a B- or below in any course at the request of the department. This will aid in identifying students in academic trouble prior to academic probation status.

All communication to student regarding Academic Probation will be copied to the Dean of Graduate Studies to be placed in their official Clark file.
Academic Support

IDCE’s Writing Tutors and Clark University’s Writing Center are excellent resources for help with writing. We urge you to make an appointment with either to review your work. We may refer you to these resources if we notice that there are areas where your writing could be strengthened.

Clark’s Goddard Library has excellent reference librarians who can assist you with your research. There are also a number of online searchable databases where you can find articles and books of interest: www.clarku.edu/offices/library/rhgdatabases.htm.

Research Centers

The Graduate School of Geography (www.clarku.edu/departments/geography/) is the oldest doctoral-granting geography department in the U.S. It consistently ranks among the top 10 graduate programs in the nation. Departmental research interests in GIS, nature/society relations, global environmental change, natural resource management, environmental hazards, risk analysis, and international development provide a strong stimulus for research projects in the GISDE program.

Clark Labs for Cartographic Technology and Geographic Systems (www.clarklabs.org/) is a world leader in the creation of GIS and image processing software. Since its introduction in 1987, Idrisi has grown to have more than 40,000 registered users worldwide. Many graduate students participate in research conducted at Clark Labs.

The Guy Burnham Map Library (www.clarku.edu/research/maplibrary/) is a federal depository for cartographic information. Its collection includes 230,000 map sheets, aerial photos, CD-ROM databases, archived satellite imagery, and related texts.

The Jeanne X. Kasperson Library (www.clarku.edu/research/kaspersonlibrary/) in the Marsh Institute has one of the most extensive research collections in North America on environmental risk and hazards, and human dimensions of global environmental change. There are also monographs, technical reports, and journals on international development, technology, water, and energy policy.
The GISDE Laboratory offers access to:

- High performance microcomputers
- High resolution color scanner
- Laser and color ink jet printers
- GPS receivers
- Ethernet connections for Internet access

The GISDE Lab supports the entire MS Office software package as well as the following GIS and other software:

- TerrSet
- ArcGIS Desktop
- Erdas Imagine
- SPSS

GISDE students have access to the GISDE lab for four semesters. At the end of the fourth semester each student must delete his/her data from the GISDE computer he/she was using, clean his/her desk, and return the GISDE lab key to the IDCE Assistant to the Director.

All GISDE students also have access and use privileges to the computer lab on the first floor of the IDCE House.
The GISDE Final M.S. Project

The GISDE program offers four options for fulfilling the final Masters project requirement. Students are encouraged to select the option that best suits their anticipated professional aspirations. Each GISDE student must complete a final M.S. project for which the student earns credit in IDCE 30213. There are three options for the final M.S. project. All three final project options require an oral presentation and a written paper.

Option 1. Final M.S. Research Project
For this option, the student develops a research proposal as part of IDCE 391 during the second semester. This proposal must be signed for approval by the selected research advisor (also known as the first reader). The research is then performed under the guidance of the research advisor in the context of IDCE 30213 in the student’s third semester. This final research project results in a paper that has a length and format appropriate for a professional peer-reviewed journal article. The format for the paper will be provided to students as part of IDCE 391. The paper should be presented at a conference or a professional meeting during the third or fourth semester. This option is appropriate for students who want to engage in the creation of new methods in GIS or innovative applications of existing GIS methods. This option is recommended for students who want to eventually pursue a Ph.D.

Option 2. Final M.S. Practitioner Project
For this option, the student applies to GIS-focused internships as part of IDCE 391 during the second semester. During that semester, the student must complete an Internship Proposal form and obtain approval from a GISDE faculty member who will serve as student’s internship advisor. The student will perform the internship during the summer. The student produces a paper that gives an overview of current GIS applications in the relevant field, describes how GIS was used in the internship, and how GIS could be used more effectively. The paper is completed in IDCE 30213 in the third semester under the guidance of the internship advisor. The format for the paper will be provided to students as part of IDCE 391. This option is recommended for students who view this Master’s degree as a terminal degree and plan to spend a career in applied GIS.

Option 3. Final M.S. Thesis
Graduate students of extraordinary academic achievement may choose to write a thesis with permission of the GISDE program coordinator and IDCE Director. This permission must be obtained by early April of the second semester of the M.S. program. For this option, the student develops a research proposal as part of IDCE 391 during the second semester. This proposal must be signed for approval by the selected research advisor and the second reader. At least one of the readers must be a member of the core GISDE faculty. The research is then performed under the guidance of the research advisor and the second reader in the context of IDCE 30213 in the student’s final semester. Writing a thesis follows a similar procedure to the Final M.S. Research Project, but is based on original research, a deeper review, and analysis of the chosen topic. Typically, a thesis is about 100 pages long.

Option 4. Professional Portfolio
The professional portfolio option is a non-research based project option that provides a capstone experience based on 12 credits of course work. Students choosing this option take 12 credits of coursework and are not required to take the final project course (IDCE30213). Student choosing this option are also required to assemble a professional portfolio of term papers, class project work, and other coursework materials. This portfolio is developed instead of a stand-alone, research-based or internship-based final project. The goal of the portfolio is to showcase four semesters of the student’s work as a GISDE graduate student and to help him/her in the job search process. Students work with their academic advisor to craft a portfolio that will make them more competitive for the work they aim to do after graduation; the portfolio should be a document that will impress a prospective employer. There will be a two-page portfolio summary of the materials describing them and explaining how they demonstrate particular knowledge and skills, and how materials are inter-related as a coherent whole. Each assignment included in the portfolio will also have a brief summary (1-page long) and accompanying documents (e.g. series of professionally designed color maps showing steps and results of the
analysis; graphs; etc.). The portfolio can be compiled as a hard copy (in a binder) or digitally and will be examined by the academic advisor of the student. Approval of the Professional Portfolio by the academic advisor is a graduation requirement. The format will be: Portfolio Summary (2 pages), Assignment #1 (one page description, maps, and graphs), Assignment #2 (one page description, maps, and graphs), etc.

**All M.S. final projects (i.e. options 1-3) should:**

- Contain a correctly and consistently formatted bibliography of relevant sources.
- Reflect professional or graduate-level standards in terms of writing quality, style and content of the final project.
- Avoid plagiarism.
# Timeline for the GISDE Final M.S. Project

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<th>Activities</th>
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<td><strong>Fall Year 1</strong></td>
<td>Begin thinking about possible research topics and/or potential internships.</td>
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<td><strong>Spring Year 1</strong></td>
<td><strong>Internship track</strong>&lt;br&gt;Confirm faculty advisor for the internship.&lt;br&gt;Submit your signed proposal to the GISDE Program Coordinator.&lt;br&gt;Submit your Internship Proposal form to the Student and Academic Affairs Office.&lt;br&gt;&lt;br&gt;<strong>Research track</strong>&lt;br&gt;Confirm faculty advisor.&lt;br&gt;Submit your signed proposal to the GISDE Program Coordinator.&lt;br&gt;&lt;br&gt;<strong>Professional Portfolio track</strong>&lt;br&gt;Meet with your academic advisor to discuss the content of your portfolio.&lt;br&gt;Collect relevant materials from two semesters of coursework (write summaries of course final projects, select maps to be included in portfolio) and start creating a digital version of portfolio.</td>
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<tr>
<td><strong>Summer Year 1</strong></td>
<td>Start working on your research project or complete your internship.</td>
</tr>
<tr>
<td><strong>Fall Year 2</strong></td>
<td><strong>Research and internship tracks</strong>&lt;br&gt;Register for IDCE 30213 with your faculty advisor.&lt;br&gt;Complete first draft of your final M.S. project, which is due to your faculty advisor before the end of the semester.&lt;br&gt;&lt;br&gt;<strong>Professional Portfolio track</strong>&lt;br&gt;Meet with your academic advisor at the end of the semester to discuss materials from 3rd semester for portfolio.</td>
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<tr>
<td><strong>Spring Year 2</strong></td>
<td><strong>Internship track</strong>&lt;br&gt;Final version of your internship paper must be completed and approved by faculty advisor by March deadline.&lt;br&gt;&lt;br&gt;<strong>Research track</strong>&lt;br&gt;Oral presentation of your research project.&lt;br&gt;Final version of your research paper must be completed and approved by faculty advisor by March deadline.&lt;br&gt;&lt;br&gt;<strong>Professional portfolio track</strong>&lt;br&gt;Final version of your portfolio must be completed and approved by your academic advisor by March deadline.&lt;br&gt;&lt;br&gt;<strong>All tracks</strong>&lt;br&gt;Final versions of the final M.S. project is due mid-March in the IDCE Student and Academic Affairs Office.</td>
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*IT IS THE RESPONSIBILITY OF THE STUDENT TO MONITOR EMAILS FROM THE STUDENT AND ACADEMIC AFFAIRS OFFICE ABOUT DATES AND DEADLINES FOR FORMS AND PAPER SUBMISSION AS DATES CHANGE SLIGHTLY FROM YEAR TO YEAR!*
IDCE Internship Requirements for Graduate Students

IDCE faculty can assist students in identifying internship opportunities; however, students are encouraged to identify their own internships. Internships can be done for credit, as negotiated with faculty, and depending on the opportunity, interns may also earn a stipend paid by the host agency. You must complete all steps of the Internship Requirements in order to receive credit.

**Step 1: Search for an Internship**
Search the Internet, job listings, the Careers Database on the IDCE website, or Career Development email messages for possible NGOs or local institutions that have paid or unpaid summer or semester internships. Talk to faculty who may know of openings. Ask second-year IDCE grad students and alums where they found internships. Inquire with a personal call, letter, or formal email to request updated information from an organization of your choice about current internships available and/or an application for internships. For a summer internship, begin your search by October or November.

**Step 2: Apply for the Internship**
Once you find an internship that interests you, apply well before the deadline. Competition will be stiff for choice internships.

**Step 3: Complete an Internship Report**
Once you have secured the internship, begin to fill out the Internship Report. This is a short paper that answers some general questions about the place of your internship. This report should be returned to the Student and Academic Affairs Office by the time your internship is complete.

If you wish to receive academic credit for your internship, continue on with Step 4.

**Step 4: Get Internship Approval**
Once you secure an internship, fill out an Internship Proposal form. Complete the form and meet with your faculty sponsor to describe your internship, its relevance to your studies, and the appropriate academic component that you wish to pursue. Once your faculty sponsor approves your internship and signs the application form, return two signed copies of the completed Internship Proposal form to the Student and Academic Affairs Office to be added to your student file.

**Step 5: Register Your Internship for Credit**
An internship must be a minimum of 210 hours to qualify for academic credit. You will need to secure a faculty sponsor to oversee your internship and complete an academic component in order for it to count towards one credit. You can register for academic credit for a summer internship in the fall semester following the internship ONLY if you have completed an Internship Proposal form and received approval from your faculty sponsor in the previous spring semester.

**Academic Component**
Before starting your internship, discuss the internship with your faculty sponsor, so that he/she can determine the academic component that best fits your internship. Your faculty sponsor must sign off on your academic component in order for you to receive credit. The options include:

1. **Research Paper:** A 15- to 20-page paper describing a research topic that you explored during the internship.

2. **Research Materials:** Produced as part of your internship, this is research that you carried out for the organization, such as a handbook, manual, report, or study.
Step 6: Complete the Internship
Before the final week of your internship, have your internship supervisor complete the Internship Supervisor Evaluation form and send it to the Student and Academic Affairs Office. Remember to fill out the Internship Report, too, and return it to the Student and Academic Affairs Office by the time your internship is complete.

Step 7: Complete the Academic Component
If you wish to receive credit, submit the academic component of your internship to your faculty sponsor within four weeks of completing the internship. This is the Research Paper or Research Materials. Talk to your faculty sponsor for guidelines and expectations regarding your academic component.
An internship must be a minimum of 210 hours to qualify for academic credit. Not more than 25% of your job duties should be clerical by nature.

Complete this form after you have secured an internship. After your faculty sponsor has signed this form, please submit it to the Director of Career Development in Room 203 of the IDCE House.

PLEASE NOTE: Before the final week of your internship, have your internship supervisor complete the Internship Supervisor Evaluation form and send it to the IDCE Student and Academic Affairs Office in Room 22 of the IDCE House. If you wish to receive credit, submit the academic component of your internship to your faculty sponsor within four weeks of completing the internship.

Student Name: ________________________________ Program: __________________________

Semester of Internship (circle one): Fall  Spring  Summer  YEAR: _______________

Student Address during internship: ______________________________________________________
______________________________________________________________________________

Campus address: _____________________________________________________________________

Telephone: ___________________________ E-mail: _________________________________

Sponsoring Organization

Name of Organization: ___________________________________________________________________

Address: _____________________________________________________________________________
______________________________________________________________________________

Telephone: ___________________________ E-mail: _________________________________

Website: _____________________________________________________________________________

Description of the Organization: ______________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Internship Supervisor: ___________________________ IDCE Alum? Yes  No

Title and Department: ________________________________
Internship Title: ___________________________________________________________

Internship Responsibilities: __________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Goals or End Product (reports, publications, etc.) of the Internship

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Proposed Weekly Schedule (if possible, attach a work timetable that you have agreed upon with your internship supervisor.)

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Hours per week: ________________________ Total # of weeks: _____________________

(Please note that international students must have any paid internship approved by the Director of International Students and Scholars.)

Faculty Sponsor (please print): ________________________________________________

Department: __________________________________________________________________

__________________________________________________________________________

Faculty Signature for Approved Internship Date Signed

__________________________________________________________________________

Director, Career Development Signature Date Signed

After your faculty sponsor has signed this form, please submit it to the Director of Career Development in Room 41 of the IDCE House.
Please answer the following questions and submit your report to the IDCE Student and Academic Affairs Office not more than four weeks after the internship is completed (by October 15 for summer internships). For GISDE students who will graduate in December under the internship option, this exact date should be coordinated with your advisor and the final M.S. project’s deadline.

**Internship Proposal:** ________________________________________________________________

**Student Name:** ________________________________________________________________

**I. Description of the sponsoring organization**

- What is the organization’s mission?
- What are its main areas of work and expertise, and where does it carry out its mission (in the U.S., other countries)?
- What is the organizational structure (e.g., staff composition, gender, cultures, etc.)?
- What are the organization’s strengths? What areas need attention?
- How effectively does it accomplish its mission?

**II. Description of the Internship Responsibilities**

- Describe your responsibilities in the internship.
- How was your internship connected to the organization’s mission?

**III. Assessment of Your Internship**

- What did you learn during this internship?
- How well did the internship relate to your course of studies and/or overall career goals?
- Would you recommend this internship for other IDCE students? Please explain.
IDCE Internship Supervisor Evaluation

Student Name: ____________________________________________________________

Internship: ______________________________________________________________

A letter from the internship supervisor describing internship responsibilities and performance is required for IDCE graduate students to receive academic graduate credit. Please request that your supervisor send this completed form to:

Clark University
Department of International Development, Community, and Environment - Internships
950 Main Street
Worcester, MA 01610-1477

Name of Supervisor: _______________________________________________________

Name of Organization: _____________________________________________________

Address: ________________________________________________________________

________________________________________________________________________

Telephone: __________________ E-mail: _______________________________________

Website: __________________________________________________________________

1) How well did the Clark IDCE intern perform the responsibilities of the internship and live up to your expectations?

2) How well did the intern assimilate into the organization environment and culture?

3) Was the intern receptive to feedback?

4) Were there any areas in which a need for improvement was evident? Any particular problems? If so, please explain.
5) Was the intern’s academic preparation adequate for the internship?

6) Would you be willing to sponsor another IDCE intern? If so, would you sponsor an intern for the summer? For a semester? Paid or unpaid?

Signature: ___________________________________________ Date: __________________________