**­­Syllabus: A ATM 490, Internship in Atmospheric Science**

 **(Spring/Fall, 1 - 3 credits)**

***Course Description***

 Enrollment in A ATM 490 provides students with an opportunity to obtain practical work experience in atmospheric science through placements with federal, state, or local government agencies, or private firms. Arranged internships can be local or distant, such as an internship done over the summer near a student’s area of residence. Except for those internship programs developed by the Department of Atmospheric and Environmental Sciences (e.g., National Weather Service), it is the responsibility of the student to seek out and identify the internship opportunity and apply for it, following the application procedure required of the particular entity hosting the internship. Once an internship is identified and arranged, the student must provide the DAES Internship Coordinator (see below) with the Internship Supervisor’s **contact and** **reference information.** This is necessary to confirm the relevance and validity of the internship experience that the student seeks, and must be done before permission will be given for enrollment. Beyond the specific activity and work of the internship itself, a **mid-internship report** and a **final report** will be required of the student to receive credit. Internships for credit are open to qualified **juniors** and **seniors** with a GPA of at least 2.50 overall. **A maximum of 3 credits of A ATM 490 may be applied toward the major**. A ATM 490 may be repeated once for credit. To enroll in A ATM 490, the student must obtain a permission number from the DAES internship coordinator.

**Class #:** (TBD)

**Grading:** This course is **S/U graded**. The grade will be determined by the Internship Coordinator that you are registered under (see below) in consultation with the Internship Supervisor at the hosting entity for the internship.

**Textbook:** None.

**Obligation:** The standard applied here at U-Albany is that each credit of internship equates to about five hours of effort per week during the course of a typical fall/spring semester. In addition to the time spent at the internship host facility or in related effort, you must submit a brief **mid-internship report** and a more substantive **final report** to your Internship Coordinator. The former is **due by midnight of the official midterm date of the semester**, and is to be submitted electronically. The latter is due **by midnight of the last day of class in the semester**, and also is to be submitted electronically. (An MSWord or PDF file sent as an e-mail attachment is the preferred submission procedure.)

 The dates and times of the internship activity will be determined by the Internship Supervisor in consultation with the student. Once determined, **the student should make every effort to honor this commitment,** consistent with the obligation to attend class in conventionally scheduled classes.

**Coordinator:** For this course, you will be registered under Ross Lazear, (ES 322, 437-3601 (rlazear@albany.edu). Office hours for Ross Lazear are TBD.

**Supervisor**: This is the individual that assigns and oversees your tasks and effort performed at the internship facility. The **contact information** must be provided for this person, especially if you have arranged an internship other than the more conventional possiblities available here in the immediate Albany area.

**Paper Format**: No specific format is required for the two papers, other than a reasonable size font (no bigger than 12 pt) in Times New Roman or Calibri. Line spacing should be no more than double space. (This syllabus provides an example of an optimal paragraph format for your paper.) The midterm report should be at least two pages of text, while the final report should have at least five, excluding any title or reference pages. Formal citations are not necessary unless relevant and critical to understanding the specific subject of your report. If relevant, the inclusion of figures or plots that help summarize what you did during the internship work is highly encouraged. **The final report, in particular, should provide a detailed account of what your internship experience involved, what you learned and what you feel was accomplished during this experience. It should also address how this activity and the overall experience relate to your studies and coursework undertaken to date in pursuit of your degree.**