



Department of Geological Sciences
College of Liberal Arts and Sciences

Internship Program

Company: Florida Geological Survey (FGS)

Area of Study: Databases and Data Management Strategies, GIS tasks

Company Contact: Alan Baker Alan.Baker@dep.state.fl.us

Location: Tallahassee, FL

Internship Duration: Variable

Deadline: Open

Preferred Class Year: Junior

Alumni/Friend Contact:

Florida Geological Survey Internship Program Continues to Grow



The Florida Geological Survey (FGS) has operated an internship program since 2013. To date, more than 40 students have contributed over 5,400 hours to the state, and for the current spring semester, FGS has eight part-time interns contributing approximately 80 hours per week. Through the internship, these future earth scientists get valuable work experience in a professional environment as well as opportunities to learn about Florida's geology and environment.

Students participating in the internship program at the FGS work on a variety of tasks including data entry, sample management and processing, Geographic Information System (GIS), well verification and data accreditation, field work, scanning and preservation of paper media, and education events.

When a student begins in the FGS Internship Program, they are introduced to databases and data management strategies. This involves entering data from paper documents, which may consist of driller's logs or notes, lithologic descriptions, and sample check-in sheets that record inventories held in the FGS repository. Once the intern has a good working knowledge of the data, the student begins working on GIS tasks after a quick tutorial. Upon completion, the intern can go on to perform many other jobs for various areas of the FGS. They are encouraged to attend staff meetings and presentations, and interact with other geoscientists in an effort to broaden their skills.

Upon graduation, entry-level OPS positions at the FGS are regularly filled by selecting outstanding interns from the program, and many of our interns are accepted at graduate schools across the country. Potential interns should have a declared major in one of the physical sciences or environmental science. Students are asked to contribute at least eight hours per week at the FGS. More information on the FGS Internship Program can be [found here](#).

FLORIDA GEOLOGICAL SURVEY INTERNSHIP PROGRAM

The Internship Program of the Florida Geological Survey (FGS), an office of the Florida Department of Environmental Protection (FDEP), provides college students with an opportunity to apply learned skills and develop new ones in supervised situations. This program is designed to strengthen geological, environmental and/or data management concepts and develop the confidence and skills to prepare students for future employment opportunities or graduate programs.

Internships provide exposure to professionals in the geosciences and promote career development. To support that endeavor, interns often start by learning the importance of geological data management. They are then placed based on skills, interests and project availability. As an intern, participants are expected to employ their skills and abilities to contribute to the objectives of the assigned section and the overall mission of the FGS to “collect, interpret and provide objective quality geologic information about Florida.”

Benefits

Active participants will obtain valuable in-depth experience and knowledge about Florida’s geology, hydrogeology, ecosystem sustainability and environmental protection. While obtaining this experience, participants can also gain expertise in industry-wide approaches and techniques such as: geographic information systems (GIS), database design and maintenance, geologic and water-quality sample collection, and geologic mapping. In addition, interns will:

- Contribute to innovative projects (where applicable)
- Get relevant experience for resume building
- Obtain a greater understanding of career possibilities and areas of interest
- Gain marketability for post-graduation employment opportunities

Candidates demonstrating excellent work habits may, in some instances, be hired for paid Other Personal Services (OPS) positions if project funding becomes available

Flexible Options

The Internship Program runs throughout the year and does not need to be tied to the school semester cycle. Offerings are generally available year round and the hours are flexible. Some projects may require stronger time commitments than others and candidates will be selected based on availability and skill needs.

Intern responsibilities and tasks vary and can include: conducting geological research and mapping, field work, database management, GIS analysis, and repository management. Students will be connected with an on-site supervisor for guidance and support.

The FGS Internship Program is an unpaid program. However, some courses offer college credit for participation in internship programs. The FGS will work with program liaisons, if given notice in advance, to ensure any requirements for proof of course credit are met.

Pre-requisites

- To apply, applicants must be enrolled in an accredited college or university and classified as a junior or higher (60 semester hours).
- A local preference will be given for all intern positions.
- Students must be available for an in-person interview.
- Preference may be given to students majoring in science and environmental studies and those with course work in GIS or hydrological modeling. Relevant fields of study including; geology, physics, oceanography, chemistry, mathematics, environmental studies, geography, urban and regional planning, etc.
- Non-students may be considered on a case by case basis; however, a background in the subjects listed above is required (with a degree being preferred).

Application Process

A complete application package must be received for consideration. This shall include:

- A complete internship program application packet (volunteer agreement & general release)
- A cover letter indicating the applicant's interest outlining goals and objectives
- Optional: Letter of Recommendation from an academic professor (must be on a signed letterhead and sent directly to one of the Internship Coordinators if internship to be used as college credit)

Submit the above materials in person to one of our listed Internship Coordinators listed below.

Alan Baker, Michelle Ladle or Christopher P. Williams
3000 Commonwealth Blvd, Suite 1
Tallahassee, FL 32303
Phone: (850) 617-0300
E-mail: Alan.Baker@dep.state.fl.us
Michelle.Ladle@dep.state.fl.us
Christopher.P.Williams@dep.state.fl.us

By submitting your application package, you agree that all information provided is correct and that you created all written content. Applications are accepted all the time and all qualified candidates will have their applications and contact information kept on file for future considerations for up to one year. It is recommended that applicants not selected reapply at the beginning of each semester as opportunities change frequently and are regularly available.

Qualifying candidates will be contacted to schedule an informal interview when a position opens up. Interviews may be conducted by program staff and/or internship coordinators. Following a successful interview, qualified candidates will be notified of their acceptance, placement location and terms of employment. The latter includes basic FDEP codes of conduct related to maintaining a professional work environment, personal appearance, sexual harassment policy, and computer systems policy.

Please contact Alan Baker (Alan.Baker@dep.state.fl.us), Michelle Ladle (Michelle.Ladle@dep.state.fl.us) or Christopher P. Williams (Christopher.P.Williams@dep.state.fl.us) for further information about internship opportunities.

FGS Intern Interest Questionnaire

Name (include MI): _____ Date: _____

Email: _____ Phone: _____

Approximately how many hours per week do you plan on working this semester? _____

Undergraduate major: _____ Graduation Date: _____

Please list any graduate degrees that you are working (have worked) on:

Have you taken a course in GIS? (Y/N) _____

Please rate your current knowledge and skill of the following and rate your level of interest in learning or using these skills.

Task Based Skill	K	I
Projections & Coordinate Systems		
GIS Basics (Feature Editing & Georeferencing)		
Advanced GIS (Spatial & Statistical Analysis)		
Computer Programming Skills		
Ground Water and Water Quality Issues		
Field Methods & Laboratory Procedures		
Florida Environmental and Geological Issues		
----- For Geology Majors -----		
Well Types and Uses		
Drilling Methods		
Lithologic Descriptions and Formations		
Geomorphology		
Geophysical Log Types and Methods		
Geochemical Analysis		

For Knowledge (K),
please use the following scale:

- 5 – Advanced Knowledge and Skills
- 4 – Average Knowledge and Ability to Apply Skills to Solve Problems
- 3 – Basic Knowledge and Some Skills; Ability to Apply Knowledge with Directions
- 2 – Some Knowledge
- 1 – No Knowledge

For Interest (I),
please use the following scale:

- 5 – Highly Interested
- 4 – Somewhat Interested
- 3 – Neither Interested or Disinterested
- 2 – Somewhat Disinterested
- 1 – No Interest

In the table below, please list your availability and preferred schedule.

	Mon	Tues	Wed	Thurs	Fri
Availability					
Preferred Schedule					

Please return this form to Alan Baker or Michelle Ladle



Florida Department of Environmental Protection

GENERAL RELEASE

Required Signatures: Original Ink or authenticated Adobe Signature

KNOW ALL PERSONS BY THESE PRESENTS that in consideration of being afforded the opportunity to be a passenger in a state motor vehicle or watercraft _____ ("Releasor") does knowingly, freely and voluntarily hereby release and forever remise, release, acquit, discharge and forever hold harmless the DEPARTMENT OF ENVIRONMENTAL PROTECTION ("DEPARTMENT"), the BOARD OF TRUSTEES OF THE INTERNAL IMPROVEMENT TRUST FUND ("BOARD OF TRUSTEES") and the STATE OF FLORIDA, and their employees, agents and attorneys, from all manner of actions, causes of action, suits, debts, dues, sums of money, covenants, contracts, judgments, executions, claims, costs, attorney's fees, demands, causes of action, damages and liabilities, whatsoever, in law, equity or otherwise, that Releasor or Releasor's heirs, executors, administrators, personal representatives, agents, successors, or assigns have or may have against the DEPARTMENT, the BOARD OF TRUSTEES or the STATE OF FLORIDA and their employees, agents and attorneys, arising out of, ensuing from or relating to any injury, death or damage to person or property resulting from or caused by being a passenger in, any motor vehicle or watercraft of the DEPARTMENT, the BOARD OF TRUSTEES or the STATE OF FLORIDA. Releasor assumes all risk of injuries to himself/herself including death and to Releasor's property, whether such risks are inherent to the activity or not.

Signature of Releasor _____ Date _____

Printed Name _____

To transport Releasor on the following date(s) _____.

Signature Verbal authority received from _____

Date verbal authority given _____

**FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
FLORIDA GEOLOGICAL SURVEY
INDIVIDUAL VOLUNTEER AGREEMENT**

1. Name: (Last, First, Middle)

2. Age:

3. Telephone:

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4. Street Address (Include Apartment No.):

5. City, State and Zip code:

6. Social Security Number:

7. Date of Birth:

8. Location:

DO NOT PUT SS#

The Florida Department of Environmental Protection, Florida Geological Survey and the above named Volunteer enter into this Volunteer Agreement on this _____ day of _____, 20__.

The Volunteer agrees to provide the following Volunteer Services:

The Florida Geological Survey agrees to provide the following support and equipment:

SPECIAL PROVISIONS:

The Volunteer understands that the above-described services will be uncompensable. Volunteer hours may be used for work experience in applying for positions with the State of Florida.

The Volunteer further understands that volunteers are not considered employees of the State of Florida. Volunteers are covered by state liability protection in accordance with Chapter 768.28, F.S. and by workers compensation in accordance with Chapter 440 F.S. Volunteers shall comply with all applicable department and agency rules. No state employment, unemployment, leave, or hours of work provisions or collective bargaining agreements shall apply to volunteers.

This agreement may be cancelled by either party at any time following notice of the other party.

Signature _____

Date _____

Acceptance for the Florida Geological Survey _____

Date _____

Termination Date _____

**FLORIDA GEOLOGICAL SURVEY
YOUTH VOLUNTEER PERMISSION SLIP**

I, the undersigned, parent or guardian of _____, do hereby grant permission for the above Named minor to participate in a volunteer activity with the Florida Geological Survey.

Signed: _____

Date: _____