Course Syllabus

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Purpose of this Course:
The ENVS Internship Program is designed to help you connect your academic studies to real world applications by offering academic credit for your environmentally focused work experience. This course emphasizes that earning academic credit for work experience requires more than just showing up for work and doing a good job. You will be required to complete a series of assignments designed to encourage thoughtful reflection upon your internship experience. Since there is no classroom for this course, you are expected to be self-motivated and able to complete course assignments without daily or weekly reminders.

Registration for Credit:
To register for credit, you must complete the following steps:

1) Identify your internship placement and site supervisor and determine the number of hours you will log. (Each credit for which you register requires 30 logged hours for the term. You must register for a minimum of two credits. You may not receive academic credit for internships of less than 60 hours of logged work during an academic term.)

2) Complete the “undergraduate internship study form” (attached) and return it to the undergraduate coordinator at the front desk. Freshmen and sophomores register for ENVS 196 (you may petition for upper division credit) and juniors and seniors circle ENVS 404. Register for the internship credits using DuckWeb. Upon receipt of the green form we will clear you for registration but your registration is not complete until you have added the class.

3) In consultation with your site supervisor, prepare your project/work description. The description, along with the signed and completed “PLE Agreement Between Student and Community Partner,” (attached) is due by the end of Week Two.

Course Requirements:
In order to complete the Area 5 PLE requirement your internship must be equal to 4 credits or 120 hours of logged work. Internship Credit is offered on a pass/no-pass basis only. In order to receive any credit, you must complete all reflection assignments and the final paper by the due date. In addition, you will be expected to log the appropriate number of hours to qualify for the number of credits for which you have registered. Failure to turn in the required documentation, will result in an “Incomplete” which will be converted to a “NO Pass” at the end of the following academic term. All reports may be submitted to the assistant coordinator via email. Contracts and any hard copies should be placed in the assistant’s mailbox in PAC 10.
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**Project/Work Description:**
This description serves as both a contract with your internship sponsor, and a contract with the Environmental Studies Program. The description should explain the goals and expectations of the work you will be performing as well as how the experience will enhance your program of academic study here at the U of O. Attached to the description, you must submit the Student and Community Partner Agreement form.

**Updates #1 and #2:**
The update is your work progress log and should provide an opportunity for thoughtful reflection during the course of your internship. This is critical because the information that you provide in the log will still be fresh in your mind and can serve as a valuable resource at the end of the term when you prepare your final report. The update should contain the following information:

- Your name and ID#
- The total number of hours completed to date
- A description of the duties or tasks you have performed
- A statement about how those duties or tasks have helped to further the organization’s mission
- An analysis of how your experience relates to your academic studies

**Final Report and Site Evaluation:**
The Final Report should serve as a summary of your internship experience. If you have created anything tangible (a report, GIS map, etc.), a copy should be included with your report if feasible. The report should also reflect upon the goals you set for the term in your project/work description. We recommend that you rely on the description and your updates, and make reference back to them as necessary. Remember that this is a learning process, and you will not be graded on whether or not you met your initial goals. Our only concern is that you have looked beyond the work itself, and gained valuable insight into the process while making the link between academic study and work experience. If you have questions about what we would like to see in the Final Report, please do not hesitate to contact either of us for advice.

Included with the Final Report should be an **Internship Site Evaluation**. Forms available in the Environmental Studies Office, or on the web [http://darkwing.uoregon.edu/~ecostudy/resources/internships/Evaluation.html](http://darkwing.uoregon.edu/~ecostudy/resources/internships/Evaluation.html).

**Important note:** You may count an internship not taken for credit towards your Area 5 requirement, but it must be equal to four credits or 120 hours of logged work. And you must provide the project description, two reflection papers, and final paper required of students doing their internship for credit.