ENVS 404/196: Internship
Course Syllabus

Contact Information
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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 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 on your internship experience. You are expected to be self-motivated and able to complete course assignments without reminders.

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

1) **Identify your internship and site supervisor.** To complete the Area 5 PLE requirement your internship must be equal to 4 credits/120 hours of logged work. Make sure you choose an internship where you can apply knowledge and skills gained in class and related to your career interests.

2) **Complete Assignment #1, Internship Description.** You must do this **before** Katie or Steve will pre-authorize you to register for internship credit. (See description below under Course Requirements.)

3) **Complete the “Undergraduate Internship Form”** (a half-page form).

4) **Submit Assignment # 1 and the Undergraduate Internship Form to the GTF for approval.** You can submit these documents via email anytime up to Friday of the first week of the term. Both the GTF and your Internship Coordinator will review the internship description and provide feedback with the goal of helping ensure that you have a quality internship experience.

5) **Get cleared to register.** Once you have been approved, have the appropriate internship coordinator (Katie or Steve) sign the “Undergraduate Internship Form” as faculty sponsor, and return your Undergraduate Internship Form to the undergraduate coordinator (Alissa) at the front desk. Once she receives this form, you will be cleared to register.
   - Freshmen and sophomores should register for ENVS 196 (you may petition for upper division credit). Juniors and seniors should register for ENVS 404.

6) **Register** for the internship credits using DuckWeb. Please note that internships are for variable credit and you must use the drop-down menu to select the number of credit hours you wish to receive. The standard internship registration is for 4 credits. (Each credit for which you register requires 30 logged hours for the term.) Internship credit is offered on a pass/no-pass basis only.
Course Requirements:

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<thead>
<tr>
<th>Assignment</th>
<th>Expected Length</th>
<th>Week Due</th>
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<tbody>
<tr>
<td>#1: Internship Description</td>
<td>2-3 pages</td>
<td>Friday of 1st week, by 4pm</td>
</tr>
<tr>
<td>#2: Midterm Update</td>
<td>2-3 pages</td>
<td>Friday of 5th week, by 4pm</td>
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<tr>
<td>#3: Final PowerPoint Presentation</td>
<td>15 minutes</td>
<td>Scheduling TBA</td>
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<tr>
<td>#4: Site Evaluation, timesheet, and supervisors evaluation.</td>
<td>3-4 pages, plus attachments</td>
<td>Finals week</td>
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1) Internship Description

This 2-3 page description of your internship serves as both a contract with the organization where you are doing your internship and a contract with the Environmental Studies Program. You should develop this in consultation with your supervisor at your internship site. You will need to complete this assignment prior to being cleared for registration.

As a professional contract, this document should be typed as a word document (double-spaced, 1 inch margins, 12 pt. font) concise, articulate, spell-checked and proof-read. The format should be:

1. **Title**: “Title of Internship, Location of Internship”, your name and term.
2. **Position Description.** Provide a detailed description of your internship, including:
   a. **Goals.** These can include both the goals of the organization (specifically why do they want an intern, and broadly what is their larger mission and goals) as well as your general goals in pursuing this internship.
   b. **Learning Objectives.** These should be stated in the format: “By the end of this internship I will be able to: X,Y,Z.”
   c. **Work Plan.** This should detail the tasks you will be undertaking as part of your internship. This work plan should provide tentative tasks for the whole term, on a week by week basis.
3. **Academic Reflection.** This should include discussion of how the internship experience will enhance your program of academic study here at the U of O.
4. **Internship Site Roles and Responsibilities.** In this section, you should articulate the responsibilities of the supervisor at your internship site. For example, how often will they be meeting with you? Will they be reviewing your work, commenting at certain stages of your project? Will you be asking them for a letter of recommendation at the end of the term? To facilitate good communication with your host organization, and a successful, rewarding internship, be sure to talk about and articulate all these roles clearly.

Once you have completed your job description, print it. Then download the Internship Agreement Form, which can be downloaded from the ENVS website: http://envs.uoregon.edu/downloads/PLE_agreement.pdf

This form should be signed by both your site supervisor and yourself. Attach this to your Internship Description. Submit these to the GTF’s mailbox in 10 Pacific Hall.

This assignment can be turned in at any point up until 4pm on the first Friday of the term.
2) Midterm Update

This 2-3 page midterm update should provide a thoughtful overview of your internship to date and is due by 4pm, Friday of Week Five. This report should be typed in a word document, spell-checked and proof-read, and then submitted to the GTF via email as an attachment. Again, document should be double-spaced, 1 inch margins, 12 pt. font. The subject line should say: ENVS 196/404 Internship Midterm Update.

The basic format for your midterm report should be as follows:

1. **Title**: “Midterm Update, Title of Internship, Location of Internship”, name and term.
2. **Work Description**: A description of the duties or tasks you have performed to date and any changes from the work plan outlined in the original contract.
3. **Work Reflection**: A statement about how those duties or tasks have helped to further the organization’s mission.
4. **Academic Reflection**: An analysis of how your experience relates to your academic studies.
5. **Timesheet**: A timesheet signed by you and your site supervisor, documenting how many hours you have completed to date.

3) Final PowerPoint Presentation

The presentations will be scheduled for the end of the term and will be open to all students and faculty in Environmental Studies. Community partners will be invited to attend as well. This presentation should serve as a summary of your internship experience. If you have created anything tangible (a report, GIS map, etc.) as part of your internship, a copy should be brought to show if feasible.

The basic format for your presentation should be as follows:

1. **Title Slide**: Title of Internship, Location of Internship, Your Name, Term.
2. **The Community Partner Slide(s)**: Brief background information describing the organization you worked for, their mission, goals, and projects in general.
3. **The Internship Slide(s)**: Describe your duties, work, and contributions over the term. Describe any results, conclusions and/or how your results will be used in the future.
4. **The Academic Reflection Slide(s)**: Discuss what you learned throughout your internship. Offer reflections on the goals you set for the term in your project/work description and any reflection you have on the organization, its mission, and how this organization helps to further the goals of environmental studies majors.
5. **Advice for Future Interns**: What should future interns know to be successful at this site?

Please note: We consider internships to be a learning process, and you will not be graded on whether or not you met your initial goals. Our goal is that you have gained valuable insight into the process while making the link between academic study and work experience.

These PowerPoint’s will be made available on the ENVS Internship webpage to help other ENVS students find appropriate internships. Therefore, you should bring the PPT on disk or jump drive to the final presentations to load onto the ENVS computer.
4) Internship Site Evaluation

This evaluation form is due by 4pm, on the last day of Finals Week. This report should be typed in a word document, spell-checked and proof-read, and then submitted to the GTF via email as an attachment. Again, double-spaced, 1 inch margins, 12 pt. font. The subject line should say: ENVS 196/404 Internship Site Evaluation. The internship site evaluation should include:

1. **Title** of Internship, Location of Internship, Your Name, Term.
2. **Environmental Issue** – Please discuss the environmental need or issue you worked on as an intern. Also discuss whether or not you believe your organization is effective at dealing with this need or issue.
3. **Outcomes:** Please discuss what you gained from this internship in terms of specific skills and/or knowledge. Offer reflections on the goals you set for the term in your project/work description.
4. **Strengths of the Internship:** Please comment on the goals, tasks, training, supervision, work environment, etc. Please include specific suggestions for improvement.
5. **Weaknesses of the Internship:** Please comment on the goals, tasks, training, supervision, work environment, etc. Please include specific suggestions for improvement.
6. **Advice for Future Interns:** What should future interns know to be successful at this site? Comment on how this organization helps to further the goals of environmental studies majors.
7. **Timesheet.** Please attach your completed and signed timesheet at the end of your evaluation.
8. **Supervisor’s Evaluation Form.** Please attach a completed copy of your supervisor’s evaluation form. Please be sure to include this task as part of the internship description so they are not taken by surprise by this request, and be sure to give them enough time to complete this form. If possible, have them complete electronically and send you the file, which you can then attach to your site evaluation.

**Important Thing to Note:**

- In order to receive a passing grade, you must complete all assignments by the due date. If assignments are not received on time you will receive a No Pass for the course.
ENVS Program Internship Time sheet

Name __________________________________________  Term_______________________

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**MIDTERM SUBTOTAL OF HOURS**

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**TOTAL INTERNSHIP HOURS**

Midterm Hours:    Intern Signature ___________________________   Date: _____
                  Supervisor Signature ___________________________   Date: _____

Final Hours:      Intern Signature ___________________________   Date: _____
                  Supervisor Signature ___________________________   Date: _____
ENVS 196/404 SITE SUPERVISOR EVALUATION OF STUDENT INTERN

Note to Site Supervisor: Please discuss your evaluation with the intern. Your feedback is an important part of the internship learning process.

Student Name: ____________________________________________________________

Site Supervisor Name and Title: _____________________________________________

Term of Internship (circle one):          Fall           Winter       Spring Summer

1. **Preparation**: Please describe the extent to which the intern was prepared for this internship project or task in terms of academic background and appropriate skills. Note areas where the intern excelled as well as any areas where the intern would benefit from additional training or study.

2. **Performance**: Comment on the quality and quantity of the intern’s work. For example, was the project or task completed on time and according to agreed-upon standards? Please provide feedback about the student’s professional conduct during the internship including dependability, ability to communicate effectively, willingness to work cooperatively, willingness to learn and follow organizational protocol, etc.

3. **Any additional helpful feedback for the intern:**

Supervisor Signature: ___________________________  Date: __________