

ENVS 404/196: Internship 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 practical applications by offering academic credit for environmentally-focused work experience. A well-designed internship will allow you to develop your professional skills, gain hands-on experience, and evaluate career opportunities. 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.

Getting Started: How To Register

To register for credit, you must complete the following steps. You may **NOT** count hours that you have worked at your internship before you have registered. If there are extraordinary circumstances, you may petition for an exemption to count hours retroactively.

- 1) **Identify your internship and site supervisor.** It is your responsibility to identify and secure an internship opportunity. Make sure you choose an internship that is related to your career interests and that will allow you to apply knowledge and skills gained in your coursework. Your internship needs to involve professional-level skills and experiences in one of the environmental fields. If you are having trouble locating an internship, you can ask Alissa to add you to [econews](#), our job and internship listserv. You can also look at the internships and careers pages on the ENVS website or meet with the Internship Coordinator during advising hours to discuss ideas (sign up for an advising time by visiting the ENVS Office in 144 Columbia Hall). Announcements for local internships are posted on the bulletin board outside of the ENVS Office.
- 2) **Complete Assignment #1, Internship Description.** You must do this **before** the Internship Coordinator will pre-authorize you to register for internship credit. (See description below under Course Requirements.) You should submit your description during the term prior to the start of your internship. During the academic year, descriptions are accepted through Friday of the first week of the term in which you are doing your internship. During the summer, internship descriptions are accepted on a rolling basis. Submit your description to the Internship Coordinator via email or through the ENVS Office (144 Columbia Hall). The Internship Coordinator will review the internship description and provide feedback with the goal of helping ensure that you have a quality experience. Once your internship has been approved, you may move on to the next steps.
- 3) **Complete the Internship Agreement Form**, which can be downloaded from the Internships page on the ENVS website. You must do this **before** the Internship Coordinator will pre-authorize you to register. This form should be signed by you and your internship site supervisor. Submit this to the Internship Coordinator's mailbox (144 Columbia Hall). You may also scan it and send it by email. Please be sure to let your supervisor know that he or she will need to sign your timesheets and complete an evaluation form at the end of your internship.

4) **Complete the Internship Registration Form to get cleared to register** (a half-page form that you can download from the Internships page on the ENVS website or pick up in the ENVS Office, 144 Columbia Hall). Submit this to the Internship Coordinator’s mailbox in 144 Columbia Hall. You will get an email from Alissa once you are 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.

Under “Title for Transcript,” write down your internship title as you would like it to appear on your transcript. You are limited to 22 characters (generally 2 words).

5) **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. Each credit for which you register requires 30 logged hours for the term. **If you are an ENVS or ESCI major wanting to complete your Area 5 Practical Learning Experience requirement, your internship must be equal to 4 credits/120 hours of logged work.** Internship credit is offered on a pass/no-pass basis only.

Course Requirements:

Summary:

Assignment	Expected Length	Week Due
#1: Internship Description	2-3 pages	End of term prior to internship (absolute latest date is Friday of 1 st week of term in which you are doing internship, by 4pm)
#2: Midterm Update	2-3 pages	Friday of 5 th week, by 4pm
#3: Final PowerPoint Presentation	15 minutes	Scheduling TBA (~wk 9-10)
#4: Final Report, timesheet, and supervisor’s evaluation.	3-4 pages for report, plus attachments	4pm, Wednesday of Finals Week

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 agreement, 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. **Your 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. Ideally, you should describe these tasks 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 he or she be meeting with you? Will he or she review your work and comment at certain stages of your project? Will you be asking him or her 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 clearly articulate all of the roles and expectations.

As described above in “How to Register”, you will also need to complete the **Internship Agreement Form** and the **Internship Registration Form** before being cleared to register.

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 Internship Coordinator via email as an attachment.** Again, document should be double-spaced, 1 inch margins, 12 pt. font. The subject line should say: ENV5 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. In particular, describe how your experience relates to the principles, concepts and knowledge you have gained in your academic career so far.
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 (summer internships may be scheduled at the beginning of fall term). The presentation 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, please bring a copy to show. You will be given instructions on how to provide your slideshow for loading onto the ENV5 computer. You should plan on emailing your presentation a few days in advance of your presentation and should bring a back-up copy on jump drive to the final presentation. You will be giving your presentation along with other interns, and you must attend the entire presentation session.

Your presentation should be 15 minutes long. Additional time will be provided for questions, answers and discussion. 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 all 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.

4) Final Report

This 3-4 page midterm update should provide a thoughtful reflection of your internship experience and is due by 4pm on the Wednesday of Finals Week. This report should be typed in a word document, spell-checked and proof-read, and then **submitted to the Internship Coordinator via email as an attachment**.

Again, this report should be 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. What was particularly effective or beneficial?
5. **Weaknesses of the Internship:** Please comment on the goals, tasks, training, supervision, work environment, etc. What could have been improved and how? 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.

5) Internship Timesheet and Supervisor's Evaluation Form

In addition to your reflections on your internship, you will need to include these two items with your final report (assignment #4). Again, these are due by 4pm on the Wednesday of Finals Week.

a) Timesheet. Please attach your completed and signed timesheet at the end of your final report. A template is provided below, or you can use the timesheets your internship sponsor provides.

b) Supervisor's Evaluation Form. Please attach a completed copy of your supervisor's evaluation form. If possible, have them complete electronically and send you the file, which you can then attach to your site evaluation. This form is also attached below. Electronic or hard copies are fine.

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 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:** _____