

ENVS 404: Internship Syllabus

Contact Information: Internship Coordinator

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Note: The Internship Coordinator position may also be filled by a Graduate Teaching Fellow. You can email Brittany McFall or the Student Advisers (ecopeers@uoregon.edu) if you are not sure who the current Internship Coordinator is.

Course Purpose and Philosophy

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, evaluate career opportunities and begin building a professional network. 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 ENVS 404 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 that prevented you from registering on time, you may petition for an exemption to retroactively count a portion of your hours worked. You **cannot** retroactively gain credit for past internships that you have completed.

- 1) **Identify your internship and site supervisor.** It is your responsibility to identify and secure an internship opportunity. You should choose an internship that is related to your career (and/or graduate school) 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. Look for internships that offer you a diverse set of practical experiences. For example, your responsibilities should include more than plant maintenance (weeding and watering) for sustainable agriculture and plant nursery internships, and more than filing or data entry for business internships.

Visit the ENVS Internship webpage (<http://envs.uoregon.edu/undergrad/internship/>) for current internship announcements and other ideas for locating an internship. Announcements for local internships are also posted on the bulletin board outside of the ENVS Office. In addition, you can ask the ENVS Student Advisers to add you to *econews*, our job and internship listserv. You can also meet with the Internship Coordinator during advising hours to discuss ideas (sign up for an advising time by visiting <http://envs.uoregon.edu/advising/>). Lastly, you can visit the UO Career Center (<https://career.uoregon.edu/>) for advice and ideas. Check out their UO JobLink service.

- 2) **Complete Assignment #1, Internship Description.** You must do this **before** the Internship Coordinator will pre-authorize you to register for internship credit. Ideally, you should submit your description during the term prior to the start of your internship. During the academic year, descriptions are accepted through Wednesday of the first week of the term in which you are doing your internship. Submit your description to the Internship Coordinator via email (preferred) or through the ENVS Office (144 Columbia Hall). The Internship Coordinator will review the internship description and provide feedback with the goal of helping you create 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. This form should be signed by you and your internship site supervisor. You can submit this electronically by scanning it and emailing it the Internship Coordinator. Alternatively, you can submit it to the Internship Coordinator's mailbox (144 Columbia Hall). Please 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).
 - a) 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). Your title should be descriptive of your title and/or responsibilities, e.g. "Environmental Educator," "Biological Technician," "Farming Assistant," "Urban Planner," "Environmental Consultant," "Energy Auditor," etc. You can also use a topic area, e.g., "Sustainable Agriculture," "Green Energy," "Alternative Transportation," "Wildlife Conservation," "Environmental Law," etc. The Registrar's Office does not allow acronyms.
 - b) Be sure to include the number of credits you would like to earn. You can earn 1 credit for every 30 hours of internship service. The assignments will vary by number of credits (see below). *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.*
- 5) **Register** for the internship credits using DuckWeb. You will be notified when you are cleared to register. 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. Internship credit is offered on a pass/no-pass basis only.

Course Requirements – Summaries:

You may earn 1-8 credits for a single internship. If you want to earn more than 4 credits of ENVS 404, you should consider doing a different internship in order to broaden your skills, experiences and professional network.

A. Summary for 1-2 Credits

Assignment	Expected Length	Week Due
#1: Internship Description	2-3 pages	<ul style="list-style-type: none">• Academic Year: 4 pm, Wednesday of 1st week of term in which you are doing internship
#2: <i>Your choice</i> : Final PowerPoint Presentation or Final Report	15 minutes for presentation; 3-4 pages for report	<ul style="list-style-type: none">• Presentation: Scheduling TBA (~Week 9-10)• Report: Academic Year – 4 pm, Wednesday of Finals Week; Summer – Wednesday of Week 11
#3: Signed Timesheet and Supervisor's Evaluation		<ul style="list-style-type: none">• Academic Year: 4 pm, Wednesday of Finals Week• Summer: 4 pm, Wednesday of Week 11

B. Summary for 3-8 credits

Assignment	Expected Length	Week Due
#1: Internship Description	2-3 pages	<ul style="list-style-type: none">• Academic Year: 4 pm, Wednesday of 1st week of term in which you are doing internship
#2: Midterm Update	3 pages	<ul style="list-style-type: none">• Academic Year: 4 pm, Friday of Week 5• Summer: When you have completed half of your hours (regardless of date)
#3: Final PowerPoint Presentation (during Academic Year) or Updated Resume (Summer)	15 minutes for presentation; 1-2 pages for resume	<ul style="list-style-type: none">• Presentation: Scheduling TBA (~Week 9-10)• Resume: 4 pm, Wednesday of Week 11
#4: Final Report	3-4 pages	<ul style="list-style-type: none">• Academic Year: 4 pm, Wednesday of Finals Week• Summer: 4 pm, Wednesday of Week 11
#5: Signed Timesheet and Supervisor's Evaluation		<ul style="list-style-type: none">• Academic Year: 4 pm, Wednesday of Finals Week• Summer: 4 pm, Wednesday of Week 11

C. Petitioning for 9-12 credits

To petition to earn 9-12 credits, send a short proposal to the Internship Coordinator. Your proposal should 1) describe how you will be able to broaden your responsibilities, and 2) propose one additional assignment (e.g., a supplemental research report or other product).

Course Requirements – Full Descriptions:

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. Submit your assignments to the Internship Coordinator. To save paper, emailed electronic versions are preferred. Please put ENVS 404 in the email subject line and send your assignments as attachments. However, you may submit paper versions to 144 Columbia instead. **All reports must be in narrative form (not bullets), double-spaced, have 1 inch margins and 12 pt. font, and be both spell-checked and proofread.**

A) Internship Description

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

As a professional agreement, this document should be concise, articulate, and proofread. Your report must be in your own words. Do not cut and paste information from the organization's website or an internship position description. The format should be:

1. **Title:** "Internship Description," title of Internship, organization, location, your name and term.
2. **Position Description.** Provide a detailed description of your internship, including:
 - a. **Goals.** What are the mission and goals of the organization? How does your internship fit within those goals (in other words, why would they like an intern)? Finally, what are 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 describe in detail the tentative responsibilities you will be undertaking as part of your internship. Ideally, include a general week-by-week schedule for your tasks.
3. **Academic Reflection.** Describe how the internship experience will relate to and 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 to provide oversight and assistance? 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 create a rewarding internship, be sure to talk about and clearly articulate everyone's 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.

B) Midterm Update

This 3-page midterm update should provide a thoughtful overview of your internship to date. The format should be as follows:

1. **Title:** "Midterm Update," title of Internship, organization, location, your 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 professional agreement.
3. **Work Reflection:** A statement about how those duties or tasks have helped to further the organization's mission.
4. **Academic Reflection:** Describe and analyze how your experience relates to specific principles, concepts and knowledge you have gained in your academic career so far. Use detailed examples to illustrate your ideas and to explicitly link your experience to specific courses you have taken.
5. **Timesheet:** Submit a timesheet signed by you and your site supervisor, documenting how many hours you have completed to date. You can use the template on page 7 or you can use a timesheet form your internship sponsor provides.

C) Final PowerPoint Presentation (during the Academic Year only)

The presentations will be scheduled for the end of the term and will be open to all students and faculty in the Environmental Studies Program. You are welcome to invite your site supervisor as well. This presentation should serve as a summary of your internship experience. If you have created anything tangible (a report, outreach materials, 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 ENVS 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, organization, location, your name and term.
2. **The Community Partner Slide(s):** Brief background information describing the organization for which you worked. Include their mission, goals, and work in general.
3. **The Internship Slide(s):** Describe your duties, work, and contributions over the term. Describe any accomplishments, 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 internship description. Reflect upon the organization, its mission, and how it helps to further the goals of environmental studies and science majors.
5. **Advice for Future Interns:** What should future interns know to be successful at this site?

Please note: We consider internships to be an evolving learning process, and you will not be graded on whether or not you met all your initial goals. We want you to gain valuable insight into your process, while making the link between academic study and work experience.

C) Updated Resume (during Summer only)

Any time you gain new experience, you should update your resume. At the end of your internship, submit an updated version of your resume that includes your internship as an entry. Depending on your internship and resume format, you can list it under "Work Experience," "Related Experience," or "Other Experience." Include at least 3 action-oriented bullet statements summarizing your Internship responsibilities and accomplishments. Be sure to describe your responsibilities using compelling action verbs and list any measureable accomplishments. See page 9 for some example entries.

E) Final Report

This 3-4 page final report should provide a thoughtful reflection of your internship experience. The format should be as follows:

- a. **Title:** "Final Report," title of Internship, organization, location, your name and term.
- b. **Outcomes:** This section should be the majority of your final report and should include:
 - i. A summary of your key accomplishments. How did your work further the mission of the organization?
 - ii. Reflections on the goals and learning objectives you set for the term in your project/work description. Did you meet your goals? If so, how? If not, why not?
 - iii. A discussion of what you gained from this internship in terms of specific skills and/or knowledge. Your discussion should address both *technical skills and knowledge* (=knowledge of specific subjects, procedures and information necessary to perform tasks; examples include computer applications, technical writing, use of specific

equipment, and industry-specific knowledge) and *transferable skills and knowledge* (=actions taken to perform a task and which can be applied to a variety of jobs; examples include project management, time management, collaboration, teamwork, communication, public speaking, writing).

- c. **Strengths of the Internship:** Please comment on the goals, tasks, training, supervision, work environment, etc. What was particularly effective or beneficial?
- d. **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.
- e. **Advice for Future Interns:** What should future interns know to be successful at this site?

F) Internship Timesheet and Supervisor's Evaluation Form

Please submit these 2 forms:

- a) **Timesheet.** Submit a final timesheet signed by you and your site supervisor, documenting how many hours and general tasks you completed. You can use the template on page 7 or you can use the timesheets your internship sponsor provides.
- a) **Supervisor's Evaluation Form.** Submit a completed and signed copy of your supervisor's evaluation form (page 8).

Frequently Asked Questions:

Q: Can I split my Area 5 Practical Learning Experience requirement between multiple internships?

A: Yes. You can use more than one internship for your Area 5 requirement. Simply register for the appropriate number of credits (1 credit = 30 hours of service) and complete the assignments accordingly. You may earn up to 12 credits of ENV5 404.

Q: Can I continue same internship over 2 or more terms?

A: Yes. Register for the appropriate number of credits per term (1 credit = 30 hours of service). You will only need to complete one set of assignments. Example: Register for 2 credits Fall term and submit your mid-term report/timesheet at the end of Fall term; then register for 2 credits Winter term and submit your final report/presentation/timesheet/supervisor evaluation at the end of Winter term. Be sure that your Internship Agreement form is dated to include your entire internship time. You will need to fill out a new Registration Form for each term.

Q: I wasn't able to finish my internship as I originally planned. Can I take an Incomplete?

A: If unforeseen circumstances prevent you from finishing your hours, you may ask the Internship Coordinator if you can take an Incomplete until you finish your hours. Please note that, by UO Policy, all Incompletes **must** be finished within 1 year (after 1 year Incompletes automatically convert to No Pass).

ENVS 404 SITE SUPERVISOR EVALUATION OF STUDENT INTERN

Note to Internship Site Supervisor: Please discuss your evaluation with the intern. Your constructive 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:** _____

Updated Resume Assignment (for Summer Internships only)

At the end of your internship, submit an updated version of your resume that includes your internship as an entry. Depending on your internship and resume format, you can list it under “Work Experience,” “Related Experience,” or “Other Experience.” Include at least 3 action-oriented bullet statements summarizing your Internship responsibilities and accomplishments. Here are some example entries following the bulleted resume style. Be sure to describe your responsibilities using compelling action verbs and list any measureable accomplishments.

See the UO Career Center’s website for great advice for improving your resume, <https://career.uoregon.edu/students/prepare/resumes>. Check out their examples and list of action verbs.

Environmental Educator, ABC Nature Organization, Location June – September [Year]

- Led 32 interpretive walks for groups of 12-16 elementary school children
- Utilized inquiry-based methods to teach children about plants, animals and geology
- Motivated children to engage in learning; encouraged cooperation
- Effectively communicated with ABC staff members, teachers and parent volunteers

Marine Research Assistant, DEF Marine Science Center, Location July – August [Year]

- Participated in large-scale National Oceanic and Atmospheric Administration cod (*Gadus morhua*) research project
- Operated small beam trawl to capture fish; collected stomach content samples and recorded biometric data
- Entered and analyzed data using Excel and R programming language

Bike Program Coordinator, GHI Transportation Center, Location June – September [Year]

- Managed the logistics and maintenance of GHI’s fleet of 100 Bike Loan Program bicycles
- Organized 8 community-wide events promoting bicycle use and maintenance
- Supervised a team of 5 volunteers and facilitated weekly meetings

Trail Crew Member, MNO Youth Corps, Location June – August [Year]

- Managed 20 acres of oak woodlands by thinning small trees and removing invasive species
- Constructed and improved 12 miles of recreation trails
- Maintained and safely operated hand tools and chainsaws
- Collaborated with 8 crew members and supervisors to accomplish tasks

Energy Auditor, JKL Energy Solutions, Location June – September [Year]

- Conducted energy use surveys using HVAC (Heating, Ventilation and Air Conditioning) specifications and comprehensive building characteristics
- Submitted 27 audits to the Oregon Department of Energy of schools in the JKL School District during the statewide project, *Cool Schools*
- Coordinated with JKL District staff, Oregon Department of Energy, and field auditors to fix issues with auditing software during quality control assessments