

# ENVS 395

## ENVIRONMENTAL INTERNSHIP

### Fall 2017

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**Instructor Office Hours:** Email for mutually amendable time or just stop by and see if I'm available.

#### **COURSE DESCRIPTION**

An environmental Internship provides students the opportunity to gain hands-on experience and enhance personal development through work in a particular sector external to the University that deals in some capacity with environmental issues. Interns are expected to work at least 140 hours over the course of a semester (ca. 10 hours/week during Fall/Spring semester).

#### **REQUIRED FORMS**

Internship students must complete a learning agreement with their internship supervisor outlining learning objectives and supervisor contact information *prior to* getting enrolled in the class. Links provided at: (<http://www.luc.edu/sustainability/academics/envs395internshipcourse/>). At the end of the semester supervisors will be asked to fill out the [ENVS 395: Academic Internship Supervisor Evaluation form](#) which will become part of the final grade.

#### **ENGAGED LEARNING COMPONENT**

Since the Environmental Internship meets your Engaged Learning Requirement, you must enter the details of your internship on LOCUS so the university can meet its federally-mandated accounting requirements. Please review the following document to register your internship:  
[https://locus.luc.edu/pa91prd/locus\\_help/Entering\\_Experiential\\_Learning\\_Information\\_in\\_LOCUS.pdf](https://locus.luc.edu/pa91prd/locus_help/Entering_Experiential_Learning_Information_in_LOCUS.pdf)

#### **PROGRESS REPORTS**

Each report is due by 5 p.m. on the date below. These reports should be approximately 300 words discussing some key questions regarding your experiences. Please expand on the questions in any way you see fit. Write clearly and include some specific details and examples to describe your experience and work activities. Number and date each report. **You will file these reports through Sakai.**

Timely delivery of your reports is important in your goal to receive an A in this course. One point deduction for each day a report is late.

#### **Grading Criteria:**

**Completing Engage Learning File on LOCUS:** 5 points.

**Two-week reports:** Seven reports, each worth 5 points for a total of 35 points.

**Final Report:** 75 points [research paper = 50, assessments = 25].  
**Performance on Internship as Assessed by Your Supervisor:** 30 points.  
**Total:** 145 points

**Grade Scale:**

A = 93 – 100    A- = 89 – 92.9  
B+ = 86 – 88.9    B = 81 – 85.9    B- = 78 – 80.9  
C+ = 75 – 77.9    C = 70 – 74.9    C- = 67 – 69.9  
D+ = 65 – 66.9    D = 60 – 64.9  
F < 60

**Report Schedule**

**Report #1 Due 5 p.m. Friday, 8 September**

- *What were your specific activities and responsibilities since the start of your internship? Include perceptions*
- *How did these activities contribute toward reaching learning objectives for the internship?*
- *How would you assess your learning and performance during this initial period in your internship?*

**Report #2 Due 5 p.m. Friday, 22 September**

- *What were your specific activities and responsibilities since your last report? Include perceptions.*
- *Are your duties changing? What can you do now that you couldn't do before you started the internship?*
- *What activities have you enjoyed the most, and why? What activities have you found most challenging, and why?*

**Report #3 Due 5 p.m. Friday, 6 October**

- *What were your specific activities and responsibilities since your last report? Include perceptions*
- *What have you not done in your internship that you would like to do?*
- *Thus far, what have you found most valuable about your internship experience?*

**Report #4 Due 5 p.m. Friday, 20 October**

- *What were your specific activities and responsibilities since your last report? Include perceptions*
- *Assess your current progress on each of your learning goals*
- ***Provide a topic and outline for your final research paper***

**Report #5 Due 5 p.m. Friday, 3 November**

- *What were your specific activities and responsibilities since your last report? Include perceptions.*
- *In what ways has your supervisor contributed to your learning goals? Use specific examples.*
- *In what ways would you say you have grown personally as a result of your internship experience?*

**Report #6 Due 5 p.m. Friday, 17 November**

- *What were your specific activities and responsibilities since your last report? Include perceptions.*
- *What do feel has been the most valuable outcome of your internship experience?*
- *Have you met and worked with different people in the organization to help you gain a better understanding of the organization?*

**Report #7 Due 5 p.m. Friday, 1 December**

- *What were your specific activities and responsibilities since your last report? Include perceptions.*
- *What is your perspective toward a career in the area of your current internship?*
- *What specific skills have you developed during this internship that you did not have before?*

**FINAL PAPER & Individual Assessment**

**Due 5 p.m. Friday, 8 December**

**Part I – Research Paper (Upload as a Word document to Sakai) [50 pts].**

The research paper should be on a topic relevant to your internship, ideally something that would benefit your internship provider. It should incorporate citations from external literature or websites, but also can incorporate personal observations, insights, and perceptions. It should be between 2000 - 3000 words. **Late papers will be docked 10% per day late.**

**Part II - Individual & Supervisor Assessment [25 pts].**

**Preparation:** How did your courses and class work prepare you for your internship? Describe specific topics, theories, and ideas that were useful.

**Knowledge and Skills:** What were the most important things that you learned during this internship? Relate your learning to specific activities and experiences in your internship.

**Integration:** How does the internship fit into your future career or graduate study? Write about the value of the internship experience in relation to your professional development. How will you apply the things you have learned?

**Evaluation – Student:** How would you evaluate your overall performance in the internship? Support your answer with specific examples related to the intern evaluation form.

**Evaluation – Internship Provider (supervisor):** How would you evaluate your primary supervisor of your internship? Please comment on clarity of expectations and instructions, support, organization and any other attributes you'd like to share.

*"Perhaps the most terrible (or wonderful) thing that can happen to an imaginative youth, aside from the curse (or blessing) of imagination itself, is to be exposed without preparation to the life outside his or her own sphere."* - Tom Robbins