

## ENVS 393/493 Internship - Course Syllabus

Our Internship program is designed to broaden your skills by providing real world applications to your academic studies. Intern placements range from federal government agencies (National Park Service, National Forest Service, Bureau of Land Management) and state and local governments (Arizona Game & Fish, Pima County Wastewater, Tucson Water), to public not-for-profits, private industry, and campus organizations. Internship positions must involve significant work with an environmental or plant production focus.

Your internship is a significant component of the Environmental Science or Sustainable Plant Systems degree programs, and it makes you more competitive for professional employment upon graduation.

**Instructors:** Drs. Joan Curry, Jim Walworth, and Tom Wilson; SWES faculty/staff  
Office hours are by appointment. Grade policies: Superior (S); Pass (P); Fail (E)

**Eligibility:** Upper division standing recommended. Additional requirements may be set by the sponsoring organization. Completion of ENVS 195A Careers in Environmental Science is recommended, but not required.

**Course Description:** An educational work experience with learning goals related to the student's interest in environmental science or plant production and administered by the Department of Soil, Water and Environmental Science.

**Objective:** To gain professional work experience.

**Outcomes:**

1. To experience the duties and responsibilities of a discipline relevant job.
2. To learn the organizational structure of the employing agency or business.
3. To apply theoretical concepts learned in degree course work to a practical situation.
4. To learn about regulations related to environmental science or plant production.
5. To obtain experience with relevant materials and methodologies.

**Registration:** Department registration is required, and initiated by submitting a *Proposal for Individual Studies* form to the SWES Academic Advising office, Shantz 428. All forms are available from the SWES website, and from D2L. Upon registration, students must immediately submit to D2L:

1. a completed *Application for Internship*, and
2. a signed *Assumption of Risk* form

Enrollment may be dropped for students who do not submit this paperwork within two days of their registration.

**Absence policies:** Students are expected to attend all scheduled internship meet times except in the case of illness. All holidays or special events observed by organized religions will be honored for those students who show affiliation with that particular religion. Absences pre-approved by the UA Dean of Students will be honored.

At the end of the internship students are expected to turn in an *Internship Portfolio*, typed with standard font (Times, Helvetica, etc.) and type (10 or 12 point), and double spaced. Submission should be in electronic format. The portfolio should include:

1. A **Cover Sheet** with your name, the course number and name (e.g. ENVS 393 Internship), internship organization, location, your supervisor's name and title, and school term.
2. An **Introduction** (1-2 pages), detailing:
  - A. *Goals*. Include the organization's goals, mission and structure, with a brief narrative about how your internship fit these goals.
  - B. *Learning Objectives*. Describe how the learning objectives outlined in the internship application were met.
  - C. *Site roles*. Describe the role of your supervisor at your internship site. How frequently did they meet with you to review your work and provide feedback and direction?
3. **Duties and Responsibilities** (at least 3 pages). Detail the responsibilities you were assigned.
  - A. Optional appendices may include data samples collected, graphs, maps, etc. Material included in the appendices should be referenced in prior sections.
  - B. Photographs may be included in appendices with approval of the Internship Supervisor.
4. **Reflective summary** (at least 2 pages). Describe how the internship experience related to and/or enhanced the Environmental Science or Sustainable Plant Systems program.

Credit Hours	Minimum Internship hours	Hours/week over 15 week semester	Internship paper page requirement
1	45 - 89	3 to 5	6
2	90 - 134	6 to 8	8
3	135 - 174	9 to 11	10

Students who have completed an internship are expected to participate in a formal departmental symposium where the *Internship Portfolio* is presented. Portfolios, excluding the cover sheet identifying the participants, may be made available to other students in the program.

**Internship Payment for Services:** Internships may be paid or unpaid depending upon the organization providing the internship.

The student is to perform all duties and responsibilities as outlined by the Internship Supervisor in the signed Internship Application Form.

The information contained in the course syllabus, other than the grade and absence policies, may be subject to change with reasonable advance notice, as deemed appropriate by the Internship Coordinator.

The Internship Supervisor will provide a *Letter of Completion* printed on company letterhead to the faculty supervisor or to the SWES Academic Advising office before a grade will be posted. A template for the supervisor's letter is available through D2L.

### Pre-Internship: Getting Started

Internships can help you explore career path options, help you focus long-term goals, and often lead to permanent employment. They are also a great resource for obtaining letters of recommendation when applying for jobs or graduate school. Make the most of your internship by finding a position that will complement and extend the knowledge and skill obtained in your academic program. Never settle; apply for a position that will launch your career.

When you are ready to start looking for an internship, begin by identifying agencies or organizations with which you would like to work. Enrolling in ENVS 195A Careers in Environmental Science can make students more competitive since it introduces them to employers, employment resources, and requires them to create a resume. Opportunities for internships are frequently advertised over listservs and websites, or you can explore internship options on your own by making contact with an organization representative. Watch for SWES Department Internship Workshops or discuss opportunities with your Academic Advisor.

Make sure to have copies of your updated resume available. After securing an internship, you will need to submit an ***Application for Internship***, and a signed ***Assumption of Risk*** form. Once all the paperwork is complete, you will be enrolled through the SWES Advising Office.

### Post-Internship: Department Presentation

You will present to students in the Environmental Science and the Sustainable Plant Systems majors. Consider inviting your Internship Supervisor to attend. Your presentation will be a summary of your internship experience and should include tangible examples of contributions you made to the organization including reports, maps/graphs, organizational materials, etc. Presentations will be made using PowerPoint (PowerPoint documents need to be submitted to the D2L Internship/Independent Study website Dropbox one week in advance of your presentation). Allow 15 minutes for your presentation and additional five minutes for questions and discussion.

The presentation should follow your portfolio format:

1. **Title slide** with your name, organization, location, and school term.
2. **Introduction** to Internship slide(s).  
Brief background including the organization's goals, mission and structure.
3. **Internship slide(s)** to describe the responsibilities you were assigned, contributions, how your work will be used by the organization.
4. **Reflective slide(s)** on how the internship experience related to and/or enhanced the Environmental Science or Sustainable Plant Systems program.
5. **Advice for future interns**  
What future interns who are interested in interning should know about this organization.