

## ENSP 386 – CHECKLISTS FOR SUCCESS

### 1. Your Faculty Sponsor will assign a grade based on the high quality of your Internship Portfolio.

A complete packet includes the following – and should be submitted in hard-copy format, in a folder.

\_\_\_ A 10-12 page academic research paper *with an annotated bibliography* (guidelines below).

\_\_\_ A record of hours worked, i.e., your “time sheets,” with days/hours clearly marked and totaled. You need at least 120 hours on-site to earn 3 academic credits.

\_\_\_ A weekly reflection journal (guidelines below)

\_\_\_ An evaluation from your site supervisor (see last page of this packet).

\_\_\_ A newly-updated resume that now includes your internship experience.

\_\_\_ The **Due Date** for your Internship Packet (your research paper and supporting documentation (weekly log, personal reflections, supervisor evaluation) is December 1 (Fall Semester) or May 1 (Spring Semester).

### 2. Meetings with your advisor/on-site supervisor

\_\_\_ Before your internship, meet with your faculty sponsor to choose an internship well-suited to your long-term plans and/or academic interests; explore and propose possible research topics that connect the content of your internship with the content of your concentration.

\_\_\_ During your internship, arrange at least one meeting with your site supervisor (one-third/one-half of the way through) to gain feedback on your performance. It takes work to supervise an intern – by making the job easier for them, you are making yourself a better intern!

\_\_\_ During the semester, consult with your faculty advisor at least three times: *Once*, to confirm your paper topic (in September) and expectations re: “the perfect research paper.” Minimum qualities of the “perfect research paper” can be found below, for general reference; *once* to confirm the direction your paper is taking (mid-October/early November); *and again* to confirm the Due Date (December 1 in Fall and May 1 in Spring).

### 3. Academic research paper

**Appropriate content:** Your research paper should connect the content of your internship with the content of your concentration.

**Appropriate format:**

\_\_\_ 10-12 pages of text, not counting images or the annotated bibliography.

\_\_\_ Utilizes a minimum of 10 varied, scholarly sources, government reports, etc. If you are doubtful about whether a source is scholarly (i.e., “peer reviewed”) review Cornell University Library’s YouTube video: <http://www.youtube.com/watch?v=uDGJ2CYFY9A>

\_\_\_ Use of maps and/or images is encouraged, especially when used to help readers understand your subject matter. Remember to cite them (usually right next to the map/image, rather than in the bibliography).

\_\_\_ Citations and references are formatted in a style appropriate to your academic discipline (cite images, too).

\_\_\_ An annotated bibliography

\_\_\_ 1” margins (NOTE: Microsoft defaults to 1.25” margins, so you will need to adjust them).

\_\_\_ 10-12-point, double-spaced type.

\_\_\_ Finally: Please feel free to contact your faculty advisor if you have questions! Learning how to clarify expectations and discussing potential problems in advance is an important part of your professional development.

**Use writing resources as needed, including:**

- \_\_\_ Style guides for citations and references: <https://owl.english.purdue.edu/owl/section/2/>
- \_\_\_ How to prepare an *annotated bibliography*: <http://www.library.cornell.edu/olinuris/ref/research/skill28.htm>
- \_\_\_ Why documentation matters: <http://www.princeton.edu/pr/pub/integrity/pages/community/>
- \_\_\_ UM Libraries: <http://www.lib.umd.edu/> and Research planner: <http://www.lib.k-state.edu/apps/ac/>
- \_\_\_ Use online sources for quick hints: <http://writing.wisc.edu/Handbook/Style.html>
- \_\_\_ Individual/tutorial help: UM Writing Center, 1205 Tawes Hall, (301) 405-3785, <http://www.english.umd.edu/academics/writingcenter>

#### **4. The Reflection Journal**

Reflection journals provide you with an opportunity to describe and to thoughtfully reflect upon what you are doing and learning about yourself, the work environment, professional responsibility, your concentration, and environmental science and policy. You should devote 1-2 paragraphs per week to your reflections; they may be hand-written.

**At the beginning:**

- Write 3-4 paragraphs describing your internship - location, hours, and responsibilities.
- Describe your work assignments, your interactions with your supervisor and others in the work place, your achievements, your concerns, and any surprises, mistakes, or things that did not work as planned or expected.
- Discuss your fit and satisfaction with your internship. What do you need to do to enhance your internship performance and how will you do this? What are you learning about yourself? Provide and discuss specific examples.

**Half-way through:**

- Evaluate your work performance, and contributions as an intern so far. What do you see as your strengths? Are there areas you need help with? How have you responded to feedback & constructive criticism?
- Assess the on-site supervision of your internship. What are you learning about supervision that you will use - and perhaps not use - when you are in a supervisory role?
- If you have not already had a formal sit-down with your supervisor to discuss your performance so far, now would be a good time to ask for it. Checking in on your own performance is taken as a good sign – it shows that you are motivated to do well and want to do even better! It also gives you an opportunity to ask for help (if you need it) or for new/revised work assignments (if appropriate).

**Towards the end of your internship:**

- How has your experience compared to your original hopes and expectations?
- Have you achieved the personal / academic goals you had established for yourself? Which ones?
- What did you learn that you didn't expect?
- Explain how your learning in this internship intersects with your academic studies - past, present, and future.
- What was the highlight of your internship? Why?
- Write about a conflict or disappointment you experienced in your internship.
- What are the most important skills you developed and the most critical knowledge you gained during your internship?
- Evaluate (again) your work, performance, and contribution as an intern. What have you contributed to your internship/organization? Is there anything you could have done to be more effective and responsible?

**At the very end**, summarize your experience:

- How has this experience informed your knowledge of environmental science and policy? How has this internship affected your intended career goals? Where do you plan to go from here, either academically or in terms of another practical experience, as a result of what you have learned? Other comments?
- Finally, remember to thank your co-workers and on-site supervisor! It takes time and effort to help new employees and part of the reward for a supervisor is knowing their help was appreciated.

**At the conclusion of your internship:**

- Write a short thank you note to your on-site supervisor – it takes time and effort to supervise interns; make sure your site supervisor knows how much you appreciate what you've gained from his/her efforts!



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ENVIRONMENTAL SCIENCE AND POLICY PROGRAM

INTERN EVALUATION

Please use this form (or a letter, if you prefer) to evaluate your intern's performance in your organization. Student grades will be partially based on your comments.

Please discuss this evaluation with your intern, then email it to the student's faculty advisor (your intern will provide the name/e-mail address) \_or\_ to Angela Mazur-Gray (abm13@umd.edu), Assistant Director, ENSP.

Form with fields: Student Name, Site, Address of Site, Intern Supervisor Name and Title, Email

The intern has completed a minimum of 120 hours on-site: YES / NO

Please use the following ratings:

5 = Outstanding 4 = Good 3 = Satisfactory 2 = Poor N/A = Not applicable / no opportunity to observe

Please rate the intern's professionalism:

Table with 4 columns and 7 rows for rating professionalism criteria like Attendance and punctuality, Motivation, Ability to work effectively with others, etc.

*Continued (over) →*

**What were significant contributions/accomplishments the intern made to assigned tasks and projects?**

**What do you consider to be the intern's strengths?**

**What do you consider to be the intern's chief challenges or areas for growth?**

**Would the intern be a viable candidate for employment with your organization? Why or why not?**

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*Signature (electronic or signed and scanned)*

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*Date*

Thank you for your supervision of this intern! Your willingness to work with students in the Environmental Science and Policy Program is greatly appreciated as it makes a significant contribution to their educational experience. We welcome the opportunity to build a partnership with your organization and look forward to sending future interns your way.