

INTERNSHIP OVERVIEW

ENSP386 provides Environmental Science and Policy (ENSP) students the opportunity to pursue a carefully monitored work experience for which academic credit can be given. An internship includes intentional learning goals and requires that you reflect on what you are doing. Ideally, it will help you make formal connections to concepts in your concentration; clarify your professional interests; and deepen your preparation for employment and/or graduate school. With these goals in mind, you must develop an internship proposal that meets the approval of your advisor, the Director of ENSP, and a supervisor at the sponsoring organization.

1. Students are responsible for finding their own internships. You may respond to notices in the Advising News, utilize resources/links on the ENSP website, or approach organizations directly. Additionally, you may pursue the internship in a wide range of settings: public sector, private companies, or research labs; and, it may be on- or off-campus; paid or unpaid. Consult with your advisor, the Director, and other faculty members about the types of internships appropriate to your concentration and academic/career interests.
2. **Upon selection/admission for the work experience, please develop a formal proposal as outlined below; this is how you will earn academic credit.**
3. **Please meet appropriate deadlines:**
 - June 15 -- summer internships, for credit to be awarded in the summer or fall. Please make an effort to submit your paper work before leaving campus, if possible (see below).
 - September 9 -- fall internships, for credit to be awarded in the fall.
 - February 4 -- spring internships, for credit to be awarded in the spring.
 - Please contact us in advance if you foresee a late proposal, e.g., your on-site supervisor is out of town during the first week of your internship.
 - *Proposals submitted later than two weeks into the start of the internship will be approved on a case-by-case basis only.* Please include a carefully-prepared explanation of your situation together with your proposal.
4. **Please attend to requested formats:**

If classes are in session: Please submit the ENSP 386 proposal in hard-copy format, stapled, with the cover sheet and signatures from your faculty advisor and on-site supervisor, to 0216 Symons Hall. You may slide them under the ENSP Office door if necessary. Do not delay!

If classes have concluded and you have left campus: Please submit the ENSP 386 proposal by e-mail attachment as a single document in Word.

- (a) Please cc: Your faculty advisor, your on-site supervisor, and Ms. Angela Mazur-Gray, Assistant Director.
 - (b) Ask your advisor and your on-site supervisor to e-mail Angela stating that they have reviewed and approved your internship; and they are willing to supervise you. Your internship cannot be approved without everyone's agreement *in advance* of the start of your internship.
 - (c) Upon receipt of all necessary signature/approvals on the attached proposal (yours, your on-site supervisor, and your faculty advisor) the ENSP Office will review your proposal. We will contact you once the course has been added to your schedule.
5. At the conclusion of your internship, you will submit a: (a) 10-12 page academic research paper with an annotated bibliography, (b) a daily log of hours worked, (c) a reflection journal, and (d) letter of evaluation from your site supervisor and (e) a newly-revised resume that includes your just-completed internship. Your grade in ENSP386 is based on the faculty sponsor's assessment of your learning and performance in the internship.
 6. Refer to **ENSP386 – CHECKLISTS FOR SUCCESS** – for further detail regarding your paper and on-site activities. Your signature on your proposal confirms that you have read the Checklists.