

**ENVIRONMENTAL SCIENCE AND MANAGEMENT PROGRAM
GUIDELINES FOR INTERNSHIPS (ESM 404)**

I. OBJECTIVES AND PROCEDURES

ESM 404 – COOPERATIVE ED./INTERNSHIP. A Supervised practicum in the environmental field where the student works in an environmental positional in industry or government. Prerequisite: Prior approval of assignment by an ESM faculty advisor.

Course Objectives

1. To provide an opportunity for an off-campus learning experience relevant to the student's educational program.
2. To permit students to explore a field of interest and assist them in establishing and achieving appropriate career goals.
3. To increase student motivation by integrating classroom with planned and supervised practical experience.
4. To prepare students for employment through field training and professional experience.

Operating Principles

1. Each student should have at least one well-defined work activity that is regarded as worthwhile by the sponsoring organization, the intern and the program coordinator.
2. Each intern should develop specific learning objectives that can be readily identified and reviewed periodically throughout the work period.
3. Each intern should be supported by a cooperating organization representative. The roles of these support people are to assist with identifying tasks, defining learning objectives, counseling the intern, carrying through the projects initiated, and evaluating the intern's performance.
4. Each intern contracts as an independent agent with the off-campus organization to do work and pursue learning objectives.
5. Each intern assesses the worth of the internship experience and produces a report and a log of daily activities illustrative of the learning realized through the experience.

Placement Procedures

1. Internships are initiated by the student applying for and being accepted for an internship through the cooperating organization.
2. On approval of the organization representative and with the work description or schedule of anticipated activities completed, the student submits three signed copies of the "Plan for Internship" (Appendix A) to their faculty advisor. At that time, if everything is in order, the

internship agreement will be completed. **This “Plan for Internship” form and a completed “By Arrangement” for must be submitted no later than the end of the first week of the quarter. In general, 1 credit equals approximately 30 hours of work over a 10-week quarter; 6 credits require about 180 hours of work or about 18 hours a week.**

3. The student may schedule the course for 1 to 12 credits. Credits are based on one credit for each to hours of work in the supervised internship. **Normally, internships will be limited to six credits, the maximum number that can be applied to specific requirements for the major.**

II. RESPONSIBILITIES OF THE PRINCIPLE PARTICIPANTS

The Student

The student will seek placement opportunities for internship experiences. Interviews and approvals must be arranged by the student with representatives of cooperation organization. With a work description or schedule of anticipated activities, the student completes the “Plan for Internship” (Appendix A) and submits a signed copy of this plan to the Environmental Science Office.

While participating in the internship, the student expected to (1) complete the tasks and activities outlined in the “Plan for Internship”, (2) conform with the normal work hours of the cooperating organization including overtime when requested, (3) support the employer, keep the employer’s business confidential and work for the employer’s best interests, (4) requests permission from both the employer and program coordinator for extended leave periods, and (5) submit a final report and a log of daily activities as indicated in the approved “Plan for Internship.”

The Cooperating Organization

The organization is asked to provide a work description or schedule of the intern’s anticipated activities, experiences and responsibilities during the internship period. The final approval for registration is made by the program coordinator and the organization representative.

When the organization selects a participant for the internship program, it is expected to provide a variety of experiences for the intern and a program sufficiently flexible to permit intern involvement on specific projects. The organization assigns responsibility for supervision of the intern to a specific individual and regular reviews of the intern’s performance are expected. The organization representative may collaborate with the intern in the preparation and submission of the final reports. Further, the organization representative completes an evaluation form (Appendix B). The form is forwarded to the program coordinator within one week of the completion of the internship.

The supervising organization may, but is not required to, provide wages, reimbursements for travel and other needs while the students is on the internship.

Faculty Advisor

The faculty advisor reviews the “Plan for Internship” (Appendix A) to determine whether the internship (1) will be an academically meaningful experience, (2) involves initiative, creative opportunities, meaningful responsibilities and assignments, in contrast to routine or continuously repetitive activities, (3) provides the student a learning experience and exposure to understanding of disciplines and vocations and their functions, and (4) includes appropriate supervision and direction.

The faculty advisor, the student and the organization representative collaborate in the processing of the internship agreement. The faculty advisor acts on behalf of the University in granting an appropriate number of credits for the internship. At the end of each term, the faculty advisor, based on the supervisor's evaluation and the timeliness and quality of the required reports, determines if the student's performance has been satisfactory.

III. GUIDELINES FOR FINAL REPORT

Upon completion of the internship, each student is required to submit a detailed final report. Two options exist.

A. The final report can be an **internship evaluation report**. This should include:

Part A. (1) a discussion of how the student's preplanned objectives were implemented during the internship, (2) an appraisal of the internship experience relative to the student's career goals, (3) a report on a topic(s) relevant to the internship experience. This may include a photographic essay, articles written, newspaper articles documenting events the student supervised, etc. It should be creative and professionally presented.

Part B. (1) a record of the significant activities of the student's actual day-to-day involvement. This will be a typewritten daily log of jobs or tasks completed.

Alternately, the final report can be a **technical report**.

Part A. The student can identify some portion of the internship experience and develop a technical report. There is a great deal of flexibility in the nature of this report. For example, consider an internship where the major responsibilities involve collecting and analyzing water samples. Once the procedures are learned, the internship becomes very routine. The student might take some of the water quality data and do some interpretive work. The data could be used to determine the cause of a recent fish kill, or to investigate the effect of rainfall patterns on the suspended soil levels in the aquatic system. The important factor is that the report reflect creative effort and not be simply a compilation of data.

Note: In some internships, a technical report may be part of the assigned responsibilities. In this case, an additional report of 3-4 pages should be appended describing how the internship duties specifically relate to the student's pre-planned objectives or goals.

Part B. (1) a record of the significant activities of the student's actual day-to-day involvement. This will be a typewritten daily log of jobs or tasks completed.

**APPENDIX A
ESM 404
Plan for Internship**

Student's Name:

Student Number:

Major:

College:

Quarter of Internship:

ESM 404 Credits Requested

Supervisor:

Phone Number:

Title

Supervising Organization: _____

Organization Address: _____

Dates and Duration of Internship: _____

Intern Position Title: _____

I agree to prepare a detailed final written report explaining my internship activities to include any criticism of the program and suggestions for improvement. The report should be submitted to the internship coordinator.

Student's Signature

Date

The cooperating organization agrees to extend to the student an opportunity to obtain actual experience in the areas outlined in the attached narrative. The student's immediate supervisor will be _____, who agrees to evaluate the efforts of the student and forward an evaluation of the Environmental studies program coordinator within one week of completion of the intern's work activities.

Representative of
Cooperating Organization

Date

Portland State University, through the Environmental Studies Program, agrees to grant credit hours for ESM 404 to the student upon satisfactory completion of this internship.

Faculty Advisor

Date

Attach narrative describing specific learning objectives and responsibilities

Return signed copies to:

**ESM Program Coordinator, 218 SB2
Environmental Science & Management
Portland State University
P.O. Box 751, Portland, OR 97202-0751**

ESM 404

1. Was the Student adequately prepared to work in your program? What additional preparation would have been useful to improve the student's skill to work in your program?

2. What kind of training or orientation did you provide before the student began working?

3. How did student show evidence of mature skills in working with particular age levels or complex situations? Did the student show responsibility for program planning and implementation?

4. In your opinion, what are the student's areas of greatest strength, and what areas need improvement.

5. What recommendations do you have for us to include in this student's academic program to more adequately prepare this student for further professional roles?

6. Would you re-employ this student or employ another student with similar background?

7. Do you object to our giving out the name and address of your organization to students interested in applying for internships?

8. Additional comments to help us improve our internship program:

Please return this evaluation to ESM, Portland State University, PO Box 751, Portland, OR 97202-0751