

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

**I. OBJECTIVES AND PROCEDURES**

**ESM 404 – COOPERATIVE ED. /INTERNSHIP: A supervised practicum where the student works in an environmental position in industry or government. Prerequisite: Prior approval by an ESM faculty.**

Course Objective

To provide an opportunity for an off-campus learning experience relevant to the student's educational program, explore a field of interest, and build knowledge and skills to prepare for future employment opportunities.

Procedures

1. Student discusses with a full-time faculty mentor or career counselor internship opportunities and areas of interest. Student then seeks and applies for an internship related to their area of study.
2. Student finds a full-time ESM faculty member/professor who agrees to be their faculty mentor.
3. Upon acceptance of an internship, student begins completing the necessary paperwork with their ESM faculty mentor to receive credit. **In general, 1 credit = 30 hours of work over a 10-week quarter; 4 credits = 120 hours of work or about 12 hours per week.**

**All completed forms must be submitted to the ESM department office (SRTC 218) no later than the end of the first week of the quarter. These forms include:**

**Plan for Internship Form**

**Narrative describing specific learning objectives and responsibilities**

[Electronic by-arrangement form](#) (see [instructions](#); instructor is your faculty mentor)

4. At the end of the internship, student submits to their ESM Faculty Mentor:

**An Internship Evaluation Report or a Technical Report**

**Organization Evaluation of Student Performance**

**II. RESPONSIBILITIES OF THE PRINCIPAL PARTICIPANTS**

The Student

The student will seek placement opportunities for internship experiences. Interviews and approvals must be arranged by the student. With a work description or schedule of anticipated activities, the student completes the "Plan for Internship" and submits this plan to the Environmental Science Office.

While participating in the internship, the student is expected to (1) complete the tasks and activities outlined in the "Plan for Internship", (2) conform with the normal work hours of the 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" to their ESM faculty mentor.

The Internship Site

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 ESM faculty mentor and internship supervisor.

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 internship supervisor may collaborate with the intern in the preparation and submission of the final reports. Further, the internship supervisor completes an evaluation form. The form is forwarded to the ESM faculty mentor 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 student is on the internship.

ESM Faculty Mentor

The faculty mentor reviews the "Plan for Internship" 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 with a learning experience, exposure to understanding of disciplines, and vocations and their functions, and (4) includes appropriate supervision and direction.

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

### III. GUIDELINES FOR FINAL REPORT

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

#### **OPTION 1: Internship Evaluation Report.**

Part A. (1) a discussion of how the student's pre-planned 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.

#### **OPTION 2: 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 reflects 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.

#### 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 ESM faculty mentor.
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.

**ESM 404  
Plan for Internship**

**Student's Name:**

**PSU ID Number:**

**Major:**

**PSU Email:**

**Term of Internship:**

**ESM 404 Credits Requested:**

**ESM Faculty Mentor's Name:**

**ESM Faculty Mentor's Email:**

**Supervisor:**

**Phone Number:**

**Title of Supervisor:**

**Supervisor's Email:**

**Supervising Organization/Place of Internship:** \_\_\_\_\_

**Organization/Place of Internship 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 will be submitted to the ESM Faculty mentor.

\_\_\_\_\_  
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 to the Environmental Science & Management Department's Faculty Mentor within one week of completion of the intern's work activities.

\_\_\_\_\_  
Internship Supervisor's Signature

\_\_\_\_\_  
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 Mentor's Signature

\_\_\_\_\_  
Date

**\*Attach narrative describing specific learning objectives and responsibilities.**

**Return signed copy to:**

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

**Organization Evaluation of Student Performance  
During Internship Experience (ESM 404)**

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Position: \_\_\_\_\_

Name and signature of Internship Supervisor: \_\_\_\_\_

Name (Type or Print)

Signature

We would appreciate your cooperation in rating this student in terms of his/her internship performance with your organization. Your responses will help in identifying areas requiring attention in the student's continuing professional development. Thank you for your cooperation.

<b>Performance Area (circle for each item)</b>	<b>Superior</b>	<b>Very Good</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
Attendance and punctuality during the period of internship	5	4	3	2	1
Ability to develop an understanding of organization role, policy and procedures	5	4	3	2	1
Relationships with staff	5	4	3	2	1
Ability to accept supervision and constructive criticism	5	4	3	2	1
Demonstrated capacity to relate learning to new experiences	5	4	3	2	1
Professional attitude towards organization clients	5	4	3	2	1
Effectiveness in communication observations and impressions ideas	5	4	3	2	1
Ethical behavior as expected of professionals	5	4	3	2	1
Motivation and initiative	5	4	3	2	1
Competence (given the level of experience in the field)	5	4	3	2	1

Based on your observations, the student's overall performance with your organization has been (Select one):

Satisfactory

Unsatisfactory

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

Yes

No

Are you interested in working with the Environmental Science and Management Department at PSU to develop future internships?

Yes

No

**Continued:**

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 the student show evidence of maturity and professional skills in their internship? Did the student show responsibility and independence in their internship tasks and objectives?
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 them for further professional roles?
6. Any additional comments to help us improve our internship program:

**Please return this evaluation to the student's ESM Faculty Mentor by email, or mail to Environmental Science and Management – Internships, Portland State University, PO Box 751, Portland, OR 97202-0751.**