

ENSC 410

Environmental Sciences Internship Instructions

An Environmental Sciences internship provides a way for a student to earn academic credit for academically relevant work done for a business, governmental agency, or other organization. It consists of full- or part-time work that furthers and enriches a student's education. It should be considered as a cooperative academic program integrating the student's resources with those of the university and an employer. Credit is earned only for work that has genuine academic value.

Credit for an internship varies from 1 to 12 credit hours. The maximum number of internship credits allowed towards the Environmental Sciences degree program is 12. Internships are graded on a Pass/No Pass basis. The amount of approved internship work needed to earn a credit is the same as for normal academic course work: one hour of credit represents about 30 hours of focused academic work (3 hours each week for 10 weeks). A full-time internship lasting one term or one summer (40 hours each week for 10 weeks), where all the work is genuinely academic in nature, could earn up to 12 credits.

It is the student's responsibility to find an internship. Information on relevant internships is available from the academic advisors or the Director of the Undergraduate Environmental Sciences Program. In addition, OSU Career Services (Kerr Admin room 008) has a special staff for Cooperative Education Internships. They have records of past and current employers and internships, and they have available printed guides for assessing programs, evaluating work sites, and helping students get the most from their internships.

The expectation of the internship is that the internship will be completed during the term in which credits are to be granted. Students will be granted an "I" grade ONLY if: (1) they contact their OSU advisor before finals week, (2) they have completed at least 50 percent of the course requirements by the end of the term, and (3) students have identified a schedule for completion of the remaining requirements. No "I" grade will be given without prior approval and discussion with advisors.

In order to register and receive credit for an internship students must complete steps 1-6:

1. **Identify an internship.** The student must identify an internship that is appropriate for his/her interests, knowledge, skills, educational objectives, and schedule. The Program faculty and/or the OSU Career Services can help identify programs and provide contacts with potential employers. However, obtaining an internship (either paid or volunteer) depends entirely upon an agreement between the student and the employer.
2. **Obtain Approval and Register:** Prior to registering for internship credit, the student **must** fill out and submit to their academic advisor an **Internship Approval Form** (see reverse) to ensure that the chosen internship meets the requirements of the Environmental Sciences Program. After an internship is approved, the academic advisor will submit computer authorization which will allow the student to register for the agreed upon number of credits.
3. **Written Report:** In addition, **a written report is required from all interns.** Depending upon the type of internship done, the report can take one of three forms: **(1)** a detailed daily log of all tasks performed and hours worked as a part of the internship, **(2)** a paper (minimum 3 double spaced typed pages) describing the internship (i.e., details about the job, training required, skills learned, comments regarding the internship, etc.), or **(3)** a scientific report produced as a result of the internship. The type of report to be turned in will be decided on by the student, employer and faculty sponsor **prior to registering** for internship credit!
4. **Questionnaire:** Write 1-2 paragraphs explaining the project/internship to an English major. Be sure to explain the central question of your project, your hypotheses or goals, and the outcome. Write an additional paragraph explaining: How did your internship or field/lab experience draw on your abilities and skills learned in your college career, and did the experience help to increase your understanding of the interconnectedness (a) between different natural science disciplines, or else (b) between the natural sciences and environmental policy and management?
5. **Evaluation:** The intern's supervisor must submit a final evaluation of the student's work DIRECTLY to the student's academic advisor. The evaluation should briefly summarize the tasks performed by the intern and the performance level of the intern. This report will determine a pass or a no pass grade.
6. **Due:** The written report, questionnaire, and evaluation are due **Friday of Dead Week** in the term you are registered for ENSC 410. **However** if you are graduating at the end of the term, the report must be in the Friday of the 8th week of the term.

Submit all materials to:

By mail: 2046 Cordley Hall, OSU, Corvallis, OR 97331-2904

By e-mail: Jessica.Cardinal@oregonstate.edu or by fax: (541) 737-9858.

Internship Approval Form

updated 1/2007

Student: _____

| | | |
|-------------------|--------------|----------------------|
| Name | Student ID # | Major/Specialization |
| Local Address | Phone | |
| Student Signature | Date | E-mail |

Internship Site and Supervisor:

| | |
|---|-------|
| Name and Title of Internship Supervisor | Phone |
| Agency or Company Name | |
| Agency or Company Address | |
| Supervisor's Signature | Date |

Internship: _____

Position Title

Description of Work:

Project Period (start and end dates)

Term(s) enrolled in ENSC 410

Work hours per week

Total hours or weeks of work

Salary or volunteer?

Pay rate, if salaried

Number of credit hours

Type of report to be handed in

Environmental Sciences Approval Required:

Jessica Cardinal - Environmental Sciences Undergraduate Program Advisor Date