



## ENS 490: INTERNSHIP Course Syllabus

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### **Environmental Studies Internship Guide:**

[www.gvsu.edu/ens/environmental-studies-internship-guide-30.htm](http://www.gvsu.edu/ens/environmental-studies-internship-guide-30.htm)

### **GVSU Internship Management System:**

[www.gvsu.edu/careers/ims-login.htm](http://www.gvsu.edu/careers/ims-login.htm)

### **Course Description:**

Supervised work experience in an area related to environmental studies. Offered each semester. Prerequisite: Permission of the program director. 1-5 credits.

*1 credit hour in ENS 490 is equivalent to 50 hours of work on the internship, including time devoted to preparing materials to submit for course credit.*

### **Course Objectives:**

1. Accrue professional experience that will build upon the student's knowledge, skills and abilities introduced within the Environmental Studies curriculum.
2. Develop professional, leadership and interpersonal skills essential to success in a career field related to Environmental Studies.
3. Achieve a positive level of professional behavior that will enhance their success when entering the job market.
4. Meet individualized learning outcomes as specified in Site Supervisor approved learning agreement documented through the online internship management system.

**Grading:**

Site supervisor evaluation of intern: 15%

Student evaluation of internship: 15%

Bi-weekly online journal entries: 20%

Final portfolio = 50% total, as follows:

*Log of hours: 10%*

*Work documentation materials: 20%*

*Reflective essay: 20%*

**Note that all online portfolio materials & evaluations must be submitted by the Friday prior to Finals Week for the semester**

Late assignments will not be accepted. Journal entries must be posted every other Friday in BlackBoard, beginning the first Friday after the student begins work at the internship site.

**Grades (%):** A = 94-100    B= 84-86    C= 74-76    D= 60-66  
                   A<sup>-</sup> = 90-93    B<sup>-</sup>= 80-83    C<sup>-</sup>= 70-73    F< 60  
                   B<sup>+</sup>= 87-89    C<sup>+</sup>= 77-79    D<sup>+</sup>= 67-69

**Required Materials to Submit:**

Site supervisor evaluation of intern: Due by Friday prior to Finals Week through the GVSU Internship Management System

Student evaluation of internship: Due by Friday prior to Finals Week through the GVSU Internship Management System

About 3 weeks prior to the end of the semester, you and your internship Site Supervisor will receive an email with a link to your online evaluation. Both you and your Site Supervisor must complete the evaluation.

Bi-weekly journal entries: Due every other Friday in BlackBoard – the first journal entry is due on the first Friday after you start your internship

Journal entries should each be 300-500 words in length. Entries should describe what you did during the time frame in question, what you learned, what challenges you faced, and your reflections on these items. You may also wish to describe particularly important events, insights, or contacts you make. In short: what did you do, what did you gain from it, and what do you think about it?

Final portfolio: Due by Friday prior to Finals Week in BlackBoard

**The final portfolio includes:**

1. Log of hours in spreadsheet/chart format (e.g., Microsoft Excel), with the dates you worked, number of hours you worked each week, and main activities:

*Example Log of Hours:*

Week	# of Hours	Activities
1. Aug. 25-31	10	Orientation; Process observation; Client meeting observation
2. Sept. 1-7	8	Data collection; Database training; Staff meeting; Event planning
3. Sept. 8-14	10	Presentation prep; Conference attendance; Report prep
...	...	...
<b>TOTAL HOURS</b>	150	

2. Work documentation materials: Include any materials you developed, projects you worked on, and other forms of documentation for the work you did over the course of your internship. This may include photos, samples of work, screen shots, and other materials as appropriate.
3. Reflective essay: A 3-5 page (750-1250 word) essay reflecting on your internship experience as a whole. The essay should highlight the learning objectives you included in your Agreement Form, identify new or developed skill sets, reflect on how the experience influenced your career path, and describe how you were able to incorporate your classroom experience into the work you completed.

**Student Responsibilities**

To the Agency/Organization/Business:

1. To conform to the rules and regulations of the agency/organization/business
2. To complete assignments and responsibilities as assigned by the agency/organization/business

To the University:

1. To submit a learning agreement to the GVSU Internship Management System after consulting with the Site Supervisor at the agency/organization/business
2. To submit all assignments listed previously as "Required Materials to Submit"
3. To submit the Student Evaluation of Internship during the final week of service
4. To represent the Environmental Studies Program and Grand Valley State University positively and adherence to the current Student Code [www.gvsu.edu/studentcode/](http://www.gvsu.edu/studentcode/)
5. To complete assignments and responsibilities as outlined in the learning agreement

### **ENS Internship Coordinator Responsibilities**

To the Student:

1. To represent the University in all official arrangements with cooperating Agencies/Organizations/Businesses
2. To review the learning agreement and to approve the agreement through the GVSU Internship Management System
3. To evaluate assignments during the semester and provide final evaluation of student submitted materials

To the Agency/Organization/Business:

1. To approve the internship learning agreement through the GVSU Internship Management System
2. To make the final decision on placement of the intern within an Agency/Organization/Business
3. To complete evaluation of student intern through the GVSU Internship Management System
4. To maintain open communication at all times with the Agency/Organization/Business concerning its cooperation and supervision of the intern

### **Agency/Organization/Business Responsibilities**

To the University:

1. To receive approval from the ENS Internship Coordinator as an Intern site
2. To cooperate in exchange of information on the intern
3. To provide the faculty coordinator with a formal Evaluation of the student's performance through the GVSU Internship Management System
4. To notify the faculty coordinator in the event of any serious problem with the intern

To the Student:

1. To confer with the student to determine his/her responsibilities during the experience and present an overview of the agency/organization/business's purposes, policies, administration, and program
2. To inform the student of all rules and regulations to which he/she must conform
3. To keep continuous record of the student's work and progress
4. To complete the Site Supervisor evaluation of intern, discuss it with the intern and submit through the GVSU Internship Management System

*This document is adapted from the syllabus for GVSU LIB 490: Internship for Liberal Studies, with the gracious permission of Dr. Wendy Burns-Ardolino.*