



ENS 490: INTERNSHIP Course Syllabus

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Environmental and Sustainability Studies Internship Guide:

www.gvsu.edu/ens/internship

GVSU Internship Management System:

www.gvsu.edu/careers/ims-login.htm

Course Description:

Supervised work experience in an area related to environmental and sustainability studies. Offered each semester. Prerequisite: Permission of the program director. 1-6 credits.

1 credit hour in ENS 490 is equivalent to 50 hours of work.

Time spent preparing the Internship Agreement Form, completing the journal entries and portfolio project, and submitting the student evaluation may count toward the hourly requirement as follows:

*1 credit of ENS 490 = 3.5 hours of time the student may include on their log of total hours;
2 credits = 7 hours; 3 credits = 10 hours; 4 credits = 11 hours; 5 credits = 11.5 hours;
6 credits = 12 hours*

Course Objectives:

1. Accrue professional experience that will build upon the student's knowledge, skills and abilities introduced within the Environmental and Sustainability Studies curriculum.
2. Develop professional, leadership and interpersonal skills essential to success in a career field related to Environmental and Sustainability 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.

Syllabus of Record Objectives:

After successful completion of the course the students will be able to:

1. Synthesis/Explain: Explain how environmental and sustainability concepts were applied in a practical context.
2. Analysis/Analyze: Analyze environmental problems and issues in a practical interdisciplinary setting.
3. Application/Apply: Apply environmental and sustainability concepts in a practical context.
4. Synthesis/Plan: Plan an internship that employs qualitative and/or quantitative research skills.
5. Synthesis/Develop: Develop meaningful recommendations for sustainable solutions based on consultations with experts and stakeholders.

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 second Friday after the semester of internship credit begins.

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 second Friday after the semester you registered internship credit for begins.

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. Journal entries should also include pictures. 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
...
TOTAL HOURS	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.
4. Pictures of your internship experiences.

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 Form 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 and Sustainability Studies Program and Grand Valley State University positively and adherence to the current Student Code 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 internship site
2. To cooperate in exchange of information on the intern
3. To provide the ENS Internship Coordinator with a formal evaluation of the student's performance through the GVSU Internship Management System
4. To notify the ENS Internship Coordinator in the event of any serious problem with the intern

To the Student:

1. To confer with the student to determine their responsibilities during the experience and present an overview of the agency/organization/business' purposes, policies, administration, and program
2. To inform the student of all rules and regulations to which they 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