

College of Charleston, Spring 2013

## ENVT 355: Internship in Environmental Studies

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**Office Hours:** RSS 116, Wednesdays 1pm to 2:45pm, T/TR 12:45pm to 2:45pm, or by appointment (email works best)

**Course Description:** The ENVT internship offers a structured learning experience in which you perform service in a local agency that deals with environmental issues. We will maintain regular dialogue with one another through written assignments and one-on-one contact. My role is to help you with problems you have at the internship site as well as facilitate learning opportunities that help you link your internship experiences with course content from other ENVT and CofC classes you have taken, and with what scholars and practitioners have written about this line of work. In addition, the internship will hopefully give you a better sense of whether or not this is the career path you want to pursue after graduation.

**Time Commitment:** For a 1 credit class, you must work 40 hours over the semester; 2 credits requires 80 hours of work; 3 credits requires 120 hours of work at your organization during the time you are enrolled at CofC. Your time spent working must be documented and reported (see the form below).

### Course Requirements:

1. *Journals*—Beginning on 1/21, and every other week thereafter, by 5pm on Monday you are to email me a journal that reflects back on what you learned, accomplished, struggled with, and undertook during the two weeks that just passed. Journals not received within the first 24 hours after Monday at 5pm will lose an automatic 10 points, and journals not received after this will automatically receive a 0. 6 total journals over the semester (excluding the final week when your self-evaluation is due) at 5% each for 30% of your grade.
2. *Research Paper/Project*—depending on the internship experience, you will either generate a project that you will present and contextualize, or undertake a ten-page research paper that helps you better situate your experience within the larger professional and academic fields of environment related studies and work. This will be due during exam week. 30% of your grade.
3. *Self-Evaluation and Analysis Paper*—this is to be turned in in place of your final journal (descriptions below) for 15% of your grade.
4. *Site Supervisor's Evaluation*—your site supervisor will provide feedback on your performance, noting your work ethic, professional demeanor, fidelity to tasks assigned, working the required hours to receive credit, and upholding the learning agreement. 25% of grade.

**Grading Rubric:** A: 94-100; A-: 90-93; B+: 88-89; B: 83-87; B-: 80-82; C+: 78-79; C: 73-77; C-: 70-72; D+: 68-69; D: 63-67; D-: 61-62; F: 60.49 or below (all grades ending in .5 or higher are rounded up to the next point)

*Journals:* Journals provide a record of your professional growth and development over the semester; may prove helpful when revising your CV and planning on post-graduation goals; will help you reflect on your internship experience and what you are learning; and, importantly, serve as a record of accountability for me to evaluate what you are doing and how well you are doing at the internship site. These are not to be pure reflection, but must evidence a level of sophisticated thought and academic rigor appropriate for a 300 level college course. Journals must be uploaded to OAKS in a dropbox, double spaced, 12 font, 350-400 words each (include word count in the journal), and **must incorporate** at least one scholarly source for each week (referenced in a complete footnote). You may reference articles/books from other ENVT classes you've taken, or a class lecture from another CofC course, or email me for a suggested lead. This is to help you analyze your experience using an ENVT lens so that the internship is situated within your trajectory through the minor and thus CofC. I will provide feedback and/or offer question prompts that will be geared towards getting you to be critically reflective, while asking you to make connections to other ENVT material—you

should offer responses to this feedback in a short email within 48 hours of receiving the original feedback. Lastly, you must schedule an appointment with me at mid-term so we can quickly meet face-to-face, catch up, and make sure we are on the same page regarding your performance.

Topics you should include in your journals (you need not comprehensively follow this list each week, but touch on these topics as needed/relevant):

1. duties/projects you carried out and were assigned—what were they? How did they relate to your learning objectives? How did you apply skills and knowledge gained in CofC courses to these? What skills/classes would be helpful to take at CofC that would help you do better with your duties?
2. New skills learned/training received—list any new skills gained/training undertaken. Who organized it? How were you taught? Was it valuable to learn? How might it be a valuable job skill to have? How did you improve your background in the field? Did you make new professional contacts?
3. Observations—your personal observations about the organization, its structure, workplace politics and dynamics, communication ethos of the organization, attitudes of people with whom you work; how might these change from week to week?; the psychological, emotional, intellectual, and physical requirements of this type of work; how do individuals and the organization as a whole live up to its value and mission statement?
4. Reflections—looking back, how might you have carried out your duties differently? How has this week and what you've learned affected your personal goals and objectives? Can you relate any theoretical models of what you have learned in classes to your work? Is this a career direction you wish to pursue? How would you change the structure of the organization at your internship site?
5. Journal due dates: 1/21; 2/4; 2/18; 3/11; 3/25; 4/8

*Research Project/Paper:* If you are generating a tangible project (webpage, portfolio of newsletters, a detailed report, GIS maps, or an actual physical object), you may present this for your final project. The presentation must include a 700 word summary that utilizes 3 academic sources to help contextualize the project. If you are not generating something along these lines, then you are to write a 2,400 to 2,600 word research paper that utilizes 6 academic sources that contextualizes your internship within the larger ENVT literature. See me before midterm to discuss these options and to receive the appropriate rubric/criteria.

*Internship Site Coordinator's Evaluation:* I will make periodical contact with your coordinator to inquire about your progress and performance. I will contact them near the end of the semester with a rubric so they can evaluate your performance. Completion of agreed upon working hours is part of this evaluation.

\*\*\*Note: if you feel you are being taken advantage of or that the site is not living up to the learning agreement, please let me know so I can contact them. You are NOT free, cheap labor there to do menial tasks week after week, as this goes against the spirit of the structured internship and the objectives of your learning agreement. Keep in mind frustrations will arise, and this is natural. If the frustration is triggered by the above, this is not fair, so let me know and I will contact them.

*Self-Evaluation and Analysis Paper:* You are to address as many of the following topics that are useful in helping you systematically reflect on your experience, written in a 900-1,000 word (Times New Roman 12 font double spaced) document:

1. Your Performance: what were your responsibilities as an intern and to what extent did you successfully complete these; during down times did you take initiative or ask for further duties? Was the organization and staff helpful in assisting you in accomplishing your goals? What letter grade would you give yourself for your performance, and explain why.
2. The Organization's Performance: what are the goals of this organization and personnel; how did you learn what these goals are? Was there a gap between these goals and workplace performance and practices adopted by personnel at your site? How successful do the organization and its personnel seem to be in meeting its goals? If they fall short, what social, cultural, and organizational barriers could have possibly undermined those goals? If the supervisor asks you to identify three things that the organization could do to be more effective, what would you tell them?

3. Influence of Internship: was the work anything like you thought it would be when you began? How were your attitudes about the work of this organization changed by the internship? Would you like to work for an organization like this again—why or why not? How was your experience different than public perception about the organization, or did it match up with its reputation? What advice would you offer students who intern at this site in the future?

*Internship Time Log:*

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week 1 Dates:							
Week 2 Dates:							
Week 3 Dates:							
Week 4 Dates:							
Week 5 Dates:							
Week 6 Dates:							
Week 7 Dates:							
Week 8 Dates:							
Week 9 Dates:							
Week 10 Dates:							
Week 11 Dates:							
Week 12 Dates:							
Week 13 Dates:							
Week 14 Dates:							
Week 15 Dates:							

