

## ENVS 680 Assignments

### Work Agreement

All students must develop an internship work agreement with their internship supervisor. A template for the work agreement is available on the ENVS 680 webpage. The work agreement is due the second class meeting and must be signed by both the student and the internship supervisor.

### Supervisor's Evaluation

At the end of the internship, supervisors complete an evaluation of the intern. The evaluation form is available on the ENVS 680 webpage. The supervisor mails or emails the completed evaluation to the course instructor. The supervisor's evaluation is due the last class meeting.

### Activity Log and Reflective Journal Assignment

Students in ENVS 680 are required to document their experience with an activity log and reflective journal. The goal is two-fold: to stimulate the student to reflect upon their experiences (journal) and to keep a record of time spent during the internship and the kinds of activities the intern participated in (activity log). The Activity Log and Reflection Journal are key to evaluating the student's performance and also to evaluating the sponsoring organization's appropriateness as an internship partner.

**Activity Log:** The activity log should contain dates and total hours for all work activities and simple one sentence description of activity. For example: May 5<sup>th</sup>, 3 hours. Researched land ownership documents for Calera Creek. **Please sum up and report your total hours.** You hand in an activity log on the second class meeting covering your hours to date, and hand in an updated activity log on the 3<sup>rd</sup> and 4<sup>th</sup> class meetings. Each log is cumulative and should cover all your hours to date from the start of the semester.

**Reflective Journal:** The reflective journal is handed in in three installments, one installment in the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> class meetings. To guide your journal writing there are a set of required and optional questions for each journal installment. **Writing in the reflection journal should be reflection rather than description.** Each installment should be three single spaced pages (with the usual 12 pt type, 1 inch margins). The final reflection journal should be about nine single spaced pages. This is a little more than half a page of writing (roughly 260 words) reflecting on your internship activities a week if you are doing your internship over the course of 16 weeks. If your internship is shorter you will need to write more each week to achieve the nine page length. Please include the questions in your journal write-up.

**For the fourth class meeting please hand in your third journal installment along with the two graded previous journal installments paper clipped to the back.** If you do your internship over the summer or winter break then the full journal is due the second class meeting of the semester.

First Installment questions:

Required

1. Why did you pick your internship?
2. What are some of your hopes for this internship?
3. What work are you doing in your internship? (this question can be descriptive rather than reflective)

Plus at least two of these questions:

1. Any fears/concerns about the internship?
2. Have you been surprised by anything so far?
3. What would be your ideal internship?
4. How does this internship relate to your career or academic interests?
5. What do you think of the ENVS programs requirement that you do an 80 hour internship
6. Are there any other areas for reflection that you think should be included in the set of early installment set of questions?

Second installment questions:

Required

1. So far what do you feel you are gaining by doing this internship?
2. Looking back is there anything you would like to have done different with regards to your internship?

Plus at least two of these questions

1. What alternative approaches would you advocate for solving the problem your organization was working on? Evaluate the pros and cons of some of those alternative approaches.
2. As a result of your internship, describe how (and why) your views on some environmental issue have changed?
3. How has your internship changed your views on something you learned in your major classes?
4. So far what do you enjoy most and least about your internship?
5. What do you appreciate about your internship?

Third installment questions:

Required

1. What career insights did you gain through your internship? Are you now more interested in some career direction? Did you get insights about how to figure out what direction you want to go in? Did you learn about a type of work you now know you don't want to do?
2. In what ways did you grow personally through your internship?
3. What environmental problem was your internship organization trying to solve? Evaluate your organization's approach to solving this problem.
4. Evaluate the effectiveness of your organization in solving the environmental issue it is working on.
5. Write a short paragraph (100 word limit) to your fellow ENVS majors about your internship - the good, the bad, why someone should or should not do this internship in the future. Your name will not be associated with the description. Please submit your answer to only this question in a separate file on iLearn – heading internship evaluation.

Optional

1. What alternative approaches would you advocate for solving the problem your organization was working on? Evaluate the pros and cons of some of those alternative approaches.
2. As a result of your internship, describe how (and why) your views on some environmental issue have changed?
3. What do you think are the three most important things you learned from your internship?
4. Aside from career insights, in what other ways do you think your internship will help you in terms of career?
5. If you had it to do over, would you choose your internship again – why or why not?
6. Did anything in your internship inspire you?
7. How has your internship changed your views on something you learned in your major classes?
8. What was your favorite thing about doing your internship?
9. Are there any other areas for reflection that you think should be included in the set of early installment set of questions?

## **Final Presentation Assignment**

The culmination of the internship is a short public presentation. The presentation should be 6 minutes long including one minute for questions. **The presentation should cover the following topics:**

1. What kind of work did you perform and with what organization?
2. What environmental problem did this work address?
3. Did the work directly contribute to solving this problem, if so how? If not, why not?
4. Was the group you worked with effective in lessening or helping to solve the environmental problem?
5. Are there other alternatives to solving this particular environmental issue? If so what are they?
6. What did you personally gain from your internship experience?