

Introduction to Environmental Studies Internship (ENVS 680)

ENVS 680 is a graduation requirement for all ENVS Program students. The purpose of the internship is to provide students with a real world experience that complements their academic studies and, ideally, their future career goals. Students should seek an internship sometime after their first semester as a declared major and before their last semester (or before they take the Senior Seminar - ENVS 690 - if they are planning on graduating in the fall). Generally, it is better to do the internship a year before graduating so that, if for some reason the internship does not work out, the student has some latitude to take the course again.

Students can earn 1 – 3 units of credit depending on how much time they devote to their internship. 1 unit = 5 hours per week, 2 units = 10 hours per week, and 3 units = 15 hours per week. Internships can be either voluntary or students can earn income from the internship if the sponsoring organization funds the position.

Sometimes students are able to devote large blocks of time in the summer to do the internship. If the student chooses to do an internship in the summer, it is essential to communicate with the faculty instructor of the course who will teach in the following Fall semester. You will be required to develop a Work Agreement, keep a Journal/Log of your experience, gather information about your organization, and facilitate a Supervisor's Evaluation upon completion of your internship (see below). For a sixteen week semester, if the internship is done over a summer, this equates to 80 hours for one unit, 160 hours for two units, and 240 hours for 3 units. Students doing an internship in the summer must then enroll in ENVS 680 the following fall semester.

Locating an internship is the student's responsibility; however, there are numerous resources that are intended to assist students in their search. Check out the database of Bay Area organizations that have internships on the ENVS program web site - <http://bss.sfsu.edu/envstudies/>. Go to the web page, click on "for majors", then jobs and internships. To access the database you will need a login and password which are login: secure password: @ntid0te

Campus resources for advice about internships can be obtained from Nicky Trasvina (Director of the Student Resource Center, 405-0900, trasvina@sfsu.edu), Perla Barrientos (Director of the Office of Community Service Learning, 338-3282, barrient@sfsu.edu), and the Community Involvement Center (338-1486).

Once an internship organization is selected, students must work out their internship commitments with supervisors from approved agencies or organizations that agree to sponsor the internship. The following components must be completed by all students:

1. **Work Agreement.** – The Work Agreement defines the nature of the internship requirements and also reflects the desired learning outcomes on the part of the student. It is important (and to the student’s benefit) that supervisors understand that the purpose of the internship is to provide students with a learning experience as much as to contribute to the needs of the organization.
2. **Log of Activities and Journal of Reflections** - Students will need to maintain a record (log) of the days, times, and activities that they conduct during their internship. Students will also be required to keep a journal of reflections on their work experience.
3. **Information about Sponsoring Organization** - Students will need to collect materials and develop information about the internship organization to be shared with other members of the class at some future date.
4. **Final Presentation and Assessment** – During the last class session, students will be required to share their experience with the rest of the class in a final presentation and turn in a short paper.
5. **Supervisor’s Evaluation** – A portion of your grade will depend upon a supervisor’s evaluation. The instructor will send or email this evaluation to the supervisor. The student may have to help make sure that the evaluation is turned in on a timely basis.

See the link for the course syllabus for the semester you are taking the course for more specifics regarding schedule and details on assignments.