ENV 380: Internship in Environmental Science (2-4 Credits)
ENVIRONMENTAL SCIENCES PROGRAM
100 North East Avenue
Carroll University, WI 53186

Student Name: ___________________________ ID #: ______________________
Internship Title: ____________________________________________________________________
Semester: ___________________________ Course Credits: ____________
Student Phone: ___________________________ Student E-Mail: ___________________________

Faculty Supervisor: Dr. Kelly LaBlanc
Faculty Phone: (262) 524-7147 Faculty E-mail: klablac@carrollu.edu

Internship Supervisor: __________________________________________
Organization & Address: ___________________________________________________________________

Supervisor Phone: ___________________________ Supervisor E-Mail: ___________________________

Course Description:
In this course, students take on a significant learning experience with a company, non-profit, governmental, or community-based organization in Environmental Science or a closely related field. Through direct observation, reflection, and evaluation, students gain a better understanding of the environmental science field and of the internship site’s work, mission, and audience. The internship allows students to build on classroom learning through the acquisition of professional and technical skills in a work-oriented setting. Students will produce a research paper or presentation related to their internship site and relevant to their Environmental Science Major. Junior or senior standing required.
**Learning Outcomes:**

1. To acquire knowledge of the varied career opportunities and work conditions related to environmental science.
2. To link your academic course experiences in environmental science to a relevant and meaningful job-specific experience.
3. To gain additional professional and technical experience to further your career goals.

**Course Requirements and Due Dates:**

1. Secure an approved internship position by **September 14, 2017**.
   a. You are responsible for securing your own internship. You should speak with the environmental science faculty and the Carroll University Career Services Office for assistance and resources to identify and apply for opportunities of interest.
   b. Set-up a meeting with Dr. LaBlanc before the September 14th to discuss your internship experience.
2. Turn in a signed syllabus contract (this document) to Dr. LaBlanc by **September 29, 2017**.
   a. Prior to this date, you should meet with Dr. LaBlanc and your internship supervisor to go over and agree upon the internship requirements.
   b. Failure to turn in this document will result in automatic removal from the class.
3. **A minimum of 30 work hours per credit hour.** For a 4-credit internship, a minimum of 120 hours of work experience is required. For 3-credits, a minimum of 90 hours of work experience is required. For 2-credits, a minimum of 60 hours of work experience is required.
   a. Turn in a time sheet of worked hours verified by your internship supervisor with other course materials by **December 13, 2017**.
   b. Failure to complete the required hours will result in an automatic failure. If you believe you may be short on work hours, meet with Dr. LaBlanc and your internship supervisor as soon as possible.
4. A daily or weekly (depending on your work schedule) personal journal describing your job tasks and including a reflection on insights gained through the work experience.
   a. Maybe handwritten or digital in format.
   b. Due no later than **December 13, 2017** to Dr. LaBlanc.
5. A formal interview or shadow experience reflection involving a selected professional working at your internship site (not your immediate supervisor).
   a. Include a description of the interview or job shadow experience as well as your reflection on the experience.
   b. Turn in with other course materials by **December 13, 2017**.
6. A written performance review from your internship supervisor upon completion of your work hours.
   a. When notified of work completion, Dr. LaBlanc will send an evaluation form to your supervisor directly. In this evaluation, your supervisor will assess your performance of your major duties and responsibilities as well as your overall professionalism and initiative.
7. An academic assignment (research paper or public presentation) related to your internship and relevant to environmental science.
a. Research papers are to be properly cited and at a quality level expected for a 300-level class.
b. Turn in with other course materials by **December 13, 2017**.

8. Other course deliverables required by your internship supervisor as documented below:

---

**Course Assessment:**
Verified completion of necessary work hours (Pass or Fail).

- (50 %) Internship supervisor’s written evaluation.
- (20 %) Personal journal.
- (20 %) Research paper or presentation.
- (10 %) Interview or job shadow reflection.

---

**Grading Scale:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>≥ 93%</td>
</tr>
<tr>
<td>AB</td>
<td>92 to 88%</td>
</tr>
<tr>
<td>B</td>
<td>87 to 83%</td>
</tr>
<tr>
<td>BC</td>
<td>83 to 78%</td>
</tr>
<tr>
<td>C</td>
<td>77 to 69%</td>
</tr>
<tr>
<td>D</td>
<td>68 to 60%</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 60%</td>
</tr>
</tbody>
</table>

---

**Required Readings/Course Materials:**
As assigned by the internship supervisor.
**Attendance/Work Schedule Policy:**
To be arranged with the internship supervisor.

**Understanding of Expectations:**
The expectations for the student are clearly identified and explained above. Further clarification of the roles of both the faculty and internship supervisors will be clearly defined through consultation with the student. In general, the faculty supervisor will serve to approve the internship as meeting university and program expectations and to assess all internship learning objectives. The internship supervisor will serve to secure the logistics of the internship, define the duties and responsibilities for the student intern, supervise the student intern, and to provide a formal performance assessment of the student intern. Ultimately, it is the student’s responsibility to develop the proposed internship experience by **having it approved by the faculty supervisor prior to or at the start of the semester**, secure the internship with an organization and supervisor, and meet all of the internship requirements for the course according to the timetable set forth in this document.

________________________________________________________________________

Student Signature                                      Date

________________________________________________________________________

Faculty Signature                                      Date

________________________________________________________________________

Internship Supervisor Signature                         Date