

## SYLLABUS - ENVS 680 Internship

### **Instructor:**

Carlos Davidson. Office: 245 HSS.  
Office Hours: Monday 10-11, 2-3, Tuesday 2-3, Wednesday 2-3  
Phone 405-2127 (for me email is much better than phone)  
Email carlosd@sfsu.edu (put "ENVS680" at start of subject line)  
Web page: <http://bss.sfsu.edu/cdavidson>

**Classroom and Time:** Thursday 6:00-9:00 pm, HSS 101 on the first Thursday of the month (Sept 7<sup>th</sup>, Oct 5<sup>th</sup>, Nov 2<sup>nd</sup> and Dec 7<sup>th</sup>)

**Final Exam:** No final exam.

**Course Description:** The official Bulletin description is: Fieldwork in approved public, private, non-profit, environmental organizations, government and non-government agency or local corporation under supervision of organization and faculty coordinator.

Half the course is the fieldwork described in the Bulletin, but the other half of the course is the academic work of reflecting on the fieldwork experience. Reflection takes the form of class discussions and writing and presentation assignments designed to get students to think about what they are learning from their fieldwork and how the fieldwork benefits the community.

### **Course objectives:**

- Student participation in an internship related to the environment
- Students will assess what they are learning from their internship
- Students will assess the benefits of their internship to the community

**Attendance Policy:** Attendance in class is required. Class meets only four times so even a single absence means missing a quarter of all class time. Class time will be devoted to activities that cannot be "made up" if they are missed, such as student presentations and class discussion.

**Homework assignments.** All homework assignments are due at the start of class on the due date. Email submission of assignments will not be accepted. All written assignments must be typed. Late assignments are down graded a grade for each week (or fraction thereof) late. The in progress log/journal can not be turned in for credit more than one week late.

**Grading:** Grades are based on the following points:

|                               |                |
|-------------------------------|----------------|
| Completed Work agreement      | 50             |
| First submission Log/Journal  | 50             |
| Second submission Log/Journal | 50             |
| Final Log/Journal             | 200            |
| Final paper                   | 200            |
| Final Presentation            | 100            |
| Participation                 | 100            |
| Supervisors evaluation        | 250            |
| <b>TOTAL</b>                  | <b>1000pts</b> |

Final course grades are based on total points, with 100-90% A, 89-80% B, and 79-70% C. The percentage cutoffs may be adjusted or “curved” downward based on the difficulty of assignments, but they will not be moved upwards.

**Plagiarism:** Plagiarism is using someone else’s work and not giving credit. Plagiarism can consist of either borrowing ideas or borrowing wording or both. If you take a sentence from a source and use it in a paper without quotation marks that is plagiarism. Depending on the seriousness of the case, plagiarism will result in failing an assignment or failing the class. Please don’t plagiarize.

## Course Schedule

### **Meeting 1 September 7 - 6:00 pm – 9:00 pm**

Introductions

Explanation of course goals and assignments.

Small group discussion of personal goals

Individual meetings - Internship “Problem Solving” (Optional)

### **October 5 – 6:00 pm – 9:00 pm**

\*In-progress Log/Journal due

\*Work Agreements due

Discussion of evaluation of environmental effectiveness of internship activities

Internship “Problem Solving” (Optional)

### **November 2 - 6:00 pm – 9:00 pm**

\*In-progress Log/Journal due

To be arranged activity

Optional Final Presentations (First Round)

Schedule Final Presentations for Last Class

Internship “Problem Solving” (Optional)

### **December 7 – 6:00 pm – 9:00 pm**

\*Final paper due

\*Final Log/Journal due

\*Individual Final Presentations due

\*Supervisor’s Evaluation due

Group Discussion on Internship Experience

Last Day to hand-in Course Requirements: Thursday Dec 14th, 2006

## **Environmental Studies Internship Work Agreement**

*This agreement should be developed by the intern and supervisor together, typed by the intern and signed by both. An electronic version of this page will be available from the instructor.*

### **Basic Information**

**Intern's name, phone at internship**

**Supervisor's name, position, phone, email**

**Agency name and address, phone, fax**

### **Five components of work agreement:**

- 1. Work objectives:** Describe the kind of work the intern will do and the specific tasks which should be completed by the end of the semester.
- 2. Educational objectives:** Describe the kinds of things the intern should learn from this experience , including substantive knowledge, skills, broader analytic insights into issues facing this kind of organization
- 3. Provisions for learning about the overall operation of the organization:** One of the purposes of the internship is to allow students to learn about organizations as a whole as they deal with various aspects of the environment.
- 4. Provision for regular access to the supervisor:** it is critical that interns have regular access to their supervisor both to effectively perform the tasks they are assigned and to give them some opportunity for broader discussion. How will this be accomplished?
- 5. Work schedule.**

**Signatures of intern and supervisor.**

## **Activity Log and Reflective Journal Assignment**

Each student in ENVS 680 will be required to document their experience. The goal is three-fold: (1) to keep a record of time spent during the internship and the kinds of activities the intern participated in; (2) to stimulate the student to reflect upon their experiences, particularly with respect to what they have learned about these experiences; and (3) to provide a place to include creative art, photographs, documents produced, etc. The Activity Log/Reflection Journal is a key element to evaluating the student's performance and also to evaluating the sponsoring organization's appropriateness as an internship partner. The Activity Log/Reflection Journal is an excellent document that the student can use to prepare the final presentation and summary paper documenting their experience.

The activity log/journal should be typed. It may be easier to hand-write the original in a notebook, and then create a typed version to hand-in. The activity log should contain dates and times for all work activities and description of activity. For example: June 5<sup>th</sup>, 9am-12. Researched land ownership documents in the Calera Creek watershed online using the San Mateo County Recorders database.

The reflection journal should contain roughly half a page of writing (roughly 260 words) reflecting on your internship activities that week. Reflection should be focused on two themes: what are you learning from the internship, and your evaluation of how the activity and organization you are working with are addressing environmental problems (see questions for final paper).

The journal may also include any materials you create or gather while working at the internship such as creative art, photographs, reports, etc. These may be attached at the end of the final journal.

The Activity Log/Reflection Journal in progress should be turned in at the second and third class meetings. For the second and third class meetings, please staple or clip all papers together rather than use a binder. For the third class meeting you can hand-in only material new since the second class meeting.

The final Activity Log/Reflection Journal is turned in at the end of the semester. It should be bound neatly and include a table of contents and list of attachments (if any).

## **Final Paper and Presentation Assignment**

The culmination of the student's internship is a short written paper and public presentation. The paper and presentation is intended to motivate the student to review their Log/Journal, pull together all resources produced or gathered during the internship, and to share their experience with the class.

The final paper should be 3-4 pages long (double spaced, 12 point type, one inch margins all around). The presentation should be 10 to 15 minutes long and include a few minutes for questions. The Final Paper and 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?