

SYLLABUS - ENVS 680 Internship

Instructor:

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Classroom and Time: Thursday 6:00-9:00 pm, HSS 156 on the first Tuesday of the month (September 1, October 6, November 3, December 1)

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 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

Deadlines and Important dates: September 4 - State Budget Closure Day; September 7 - Labor Day - Campus Closed; September 8 - State Budget Closure Day; September 11 - Last day to drop classes; September 22 - Last day to add with permit #; September 25 - Deadline to apply for Fall 09 Graduation; October 20 - Last day to request CR/NC grading; October 23 and 26 - State Budget Closure Day; November 11 - Veterans Day - Campus Closed; November 19 - Last day to withdraw from classes; November 23-27 - Thanksgiving Break

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
Third submission Log/Journal	50
Combined Final Log/Journal	150
Final paper	200
Final Presentation	100
Participation	100
Supervisors evaluation	250
TOTAL	1000

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 1 - 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)

Meeting 2 , October 6 – 6:00 pm – 9:00 pm

*In-progress Log/Journal due

*Work Agreements due

Discussion of evaluation of environmental effectiveness of internship activities

Schedule Final Presentations for last two classes

Internship “Problem Solving” (Optional)

Meeting 3 November 3 - 6:00 pm – 9:00 pm

*In-progress Log/Journal due

Discussion of personal gains through internship experience

Final Presentations (First Round)

Internship “Problem Solving” (Optional)

Meeting 4 December 1– 6:00 pm – 9:00 pm

*Final paper due

*Final Log/Journal due

*Individual Final Presentations due

*Supervisor’s Evaluation due (the form is available on the web at

<http://bss.sfsu.edu/envstudies/internship.html> and should be mailed or emailed to the instructor.

Group Discussion on Internship Experience

Last Day to hand-in Course Requirements: Monday, December 14, 5pm.

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

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 ENV5 680 will be required to document their experience. The goal is two-fold: to keep a record of time spent during the internship and the kinds of activities the intern participated in and more importantly to stimulate the student to reflect upon their experiences, particularly with respect to what they have learned about these experiences. 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 should contain dates and times for all work activities and simple one sentence description of activity. For example: June 5th, 9am-12. Researched land ownership documents in the Calera Creek watershed online using the San Mateo County Recorders database.

Writing in the reflection journal should be reflection rather than description. Reflection can be on what you are learning from the internship, and what the internship makes you think about. This can be on a personal level, about your career, or about broader environmental issues. Look at the questions for the final paper assignment for some suggestions on what you might reflect on. The journal should not be simply describing what you did for your internship work. Please see the example journal entries posted at: <http://bss.sfsu.edu/cdavidson/envs680-journal-examples.htm>

The final reflection journal should be roughly 8 single spaced pages. This is 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 8 page length. 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 journal may also include any materials you create while working at the internship. These may be attached at the end of the final journal.

If you do your internship during the course of the semester, the Activity Log/Reflection Journal should be handed-in in three installments at the second, third and forth class meetings. **For the forth class meeting please hand in your third journal installment along with the two graded previous installments attached 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.

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?

Final papers will be graded on a 25 point scale based on clarity (5 points), cover what work done (5 points), reflection on effectiveness (5 points), reflection on alternative approaches (5 points), and reflection upon personal gain (5 points).