



INTERNSHIP MANUAL

Bowling Green State University
Department of Environment and
Sustainability

ABSTRACT

This manual provides information for students and faculty regarding the internship program of the Department of Environment and Sustainability

Course Credit

ENVS 4890

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1. Introduction

1.1 What is an Internship?

An internship is a practical learning experience taken by students who have gained theoretical knowledge of a subject area to substantiate and expand their knowledge by embarking on “hands-on” activities in a work setting. Every student majoring in Environmental Policy and Analysis and in Environmental Science is required to complete either an approved internship (ENVS 4890) or approved independent study (ENVS 4700) as a culminating experience as part of her/his program of study. (The majority of students are expected to complete the internship rather than the independent study – independent study requirements are available on the ENVS majors’ community Blackboard page.) It is the **responsibility of each student** completing an internship to find and complete an approved opportunity meeting all requirements as detailed below. The faculty internship coordinator is available to assist students, although each student maintains final responsibility to meet all internship requirements.

An internship may place a student on a career path by providing a foundation in the industry or organization in which the student is interning. It is important that students build a link between their theoretical knowledge and the practical experience to which they are being exposed. The internship does not “lock” students into a career, but may provide them the opportunity to explore possible career paths.

An internship is not a permanent assignment. As detailed below, an internship must include no fewer than 180 hours to satisfy the three credit hour course requirement needed for the degree. It can be a full-time or part-time experience, and taken for up to six credit hours of academic credit. An internship is not an unsupervised volunteer experience, a routine clerical task, nor a source of “easy” upper division credit. It is an important component of the curriculum, designed to expose students to a specific area of interest in their occupational field.

Though not a permanent assignment, an internship may provide the student an opportunity for potential permanent employment. Many companies and organizations give their most successful interns an advantage over other candidates when permanent employment positions become available.

Reflecting the interdisciplinary nature of the fields of environmental policy and analysis and of environmental science, students have a variety of options as to where they can do an internship. These include industry, government agencies, research institutes, non-governmental organizations, development agencies, and community organizations.

Students may or may not receive remuneration or a stipend for their internship. Remuneration is a function of the internship provider, not the university. Students considering an internship should primarily consider the learning experience associated with the opportunity rather than focusing exclusively or heavily on remuneration.

A successful internship depends on a tripartite agreement between the student, the student's faculty supervisor and the site supervisor. Three elements - objective of the internship, the nature of the work, and the expected outcomes - must be clear to all parties involved. These three elements must be outlined by the student under the internship description section of the application form (see below.)

This manual is intended to help students, faculty and our partner organizations understand the objective, rules and policies guiding the internship component of our program. The manual is an important treatise for the planning process of an internship.

This manual will make reference to a number of documents related to your internship. Pay particular attention to the listed forms and documents below:

2. Timeline for Planning an Internship

Planning for an internship requires time. It may take several weeks or even months to find an appropriate internship. The earlier you begin planning for an internship, the greater your chances of finding one that meets your objectives (academic and financial). You are eligible for an internship after you have completed 60 academic credit hours and are in good academic standing (not on academic warning or probation), majoring in environmental science or in environmental policy and analysis.

Below is a timeline to assist you with the planning process:

What to do	When to do it	Who to contact
Explore your interests and set your internship goals; outline your objectives and set targets to help meet your objectives and goals. Internships are discussed in ENVS 2020.	After completing 30 academic credit hours (during your sophomore year).	Internship Coordinator and ENVS 2020 instructor
Learn how to write resumes and cover letters. These skills are discussed in ENVS 2020.	Beginning of your sophomore year.	Career Center, Internship Coordinator and ENVS 2020 instructor
Learn how to search for potential internship opportunities. Search strategies are discussed in ENVS 2020.	Beginning of your sophomore year	Career Center, Internship Coordinator and ENVS 2020 instructor
Attend Career Fairs for internships and co-op positions.	Sophomore year and two semesters before desired internship period.	Career Center and Internship Coordinator.
Gather information about potential internships.	Begin gathering information at least two semesters before your internship (e.g. start during the fall semester if seeking a summer internship.)	Internship web page (accessed from your MYBGSU web page under the ENVS majors community), Internship Coordinator, other faculty, Career Center, friends and family
Prepare resume	Beginning of junior year	Career Center and Internship Coordinator
Contact possible references and prepare reference list	Beginning of junior year	References and Internship Coordinator
Apply for internship including application, resume, list of references and cover letter to potential internship employers.	Beginning of the semester prior to your internship.	Internship providers
Practice your interviewing skills by participating in mock interviews.	Beginning of the semester prior to your internship	Career Center
Do a follow up to your internship applications; do interviews.	Middle of semester prior to your internship	Internship providers
Get details on your job description and learning	As soon as you are offered an offer, but no later than the end	Internship Supervisor

What to do	When to do it	Who to contact
objectives.	of the semester prior to beginning your internship.	
Complete E&S internship application form and other necessary documents. Have all the necessary documents signed by your Internship Supervisor.	Within one week after accepting an internship offer.	Internship Coordinator; Internship Supervisor.
Arrange a schedule for your internship activity log (journal) reviews.	One to four weeks before the start of your internship.	Faculty Supervisor
Present an overview of your internship experience.	Within one month after completion of your internship.	Faculty Supervisor
Prepare and present a poster of your internship experience in the department's Pizza and Posters welcome to all students	Event usually scheduled within the first four weeks of fall semester	Faculty Supervisor; Internship Coordinator
Submit your Internship Portfolio.	Fall semester: First Friday in November. Spring semester: First Friday in April. Summer session: Third Friday in August*	Faculty Supervisor

* faculty supervisor may specify different due date

3. Student Guidelines

3.1 The purpose of an internship

All Environmental Science and Environmental Policy & Analysis students are required to complete an internship or independent study experience. An internship provides students with an opportunity to:

- a) Integrate theoretical knowledge with practical work experience
- b) Discover where further development is needed
- c) Improve professional competence and become better prepared and competitive for jobs and higher degrees
- d) Grow understanding of professional opportunities.

3.2 What are the rules and policies regarding internships?

Below are rules and policies guiding the internship component of our program. After reviewing these materials, please direct questions to the program internship coordinator. If you do not know who the internship coordinator is, ask the department secretary or your academic advisor.

3.3 How do I know if I am eligible for completing an internship?

To be eligible for an internship you must

- a. be working toward a degree in Environmental Science or Environmental Policy & Analysis
- b. have successfully completed 60 hours of credit
- c. be in good academic standing (not on academic warning or probation).

3.4 How do I find an internship?

It is your responsibility to find an appropriate internship. The Department of the Environment and Sustainability provides help in this process led by the internship coordinator. The Department works in partnership with a number of organizations, agencies, and companies to identify internship placements for our students. Throughout the year we receive notices of internship opportunities from our partners and from other groups who sponsor internships nationwide. These notices are disseminated to the students. The Career Center also carries a list of internship opportunities and co-ops.

Here are some ideas on how to find and secure an internship:

- a. Check for e-mail notices from the internship coordinator
- b. Contact the BGSU [Career Center](#)
- c. Talk to faculty who might know of potential internship opportunities (and who might serve as your faculty supervisor)
- d. Talk to students who have completed internships in your field of interest
- e. Talk to family and friends who may know of appropriate opportunities.
- f. Attend the department “Posters and Pizza” session held each September featuring posters of the previous summer internships
- g. Attend campus job fairs
- h. Search online
- i. Talk to internship coordinator

3.5 When do I register for an internship?

Students must register for their internship with the Department of the Environment and Sustainability **before** beginning any work that would count toward completion of ENV5 4890.

Students engaged in activities for which they would like to have count as their internships, but who did not first register with the department, will not have those activities eligible to meet requirements to register in or complete ENV5 4890.

3.6 How do I register for an internship?

The internship registration form is available on-line on the department website under the tab in the left column labeled “Internship Program.”

- a. Contact the Internship Coordinator to start the process.
- b. Contact your proposed internship supervisor to fill out the appropriate portion of the registration form. Your supervisor must accept your work assignments (see section 3.10 below), and agree to provide you with training and appropriate guidance during your internship.
- c. Meet with the Internship Coordinator for additional assessment of the internship and to determine who will act as your Faculty Supervisor.
- d. If approved, the registration form will be filed with the Department of the Environment and Sustainability.
- e. Meet with your faculty supervisor to discuss the proposed work description and expectations during your internship.
- f. An individual section of ENVS 4890 will be created for you for the semester indicated on the registration form.

3.7 How many internships may I take?

One three-hour internship is required as part of the degree requirement for Environmental Science and for Environmental Policy and Analysis majors. However, student may earn up to six credit hours for ENVS 4890. Internship hours exceeding the required three hours must be earned working on a different assignment than performed in earning the required three hours.

3.8 Will there be any formal evaluation to earn credit for my internship?

You are required to complete a minimum of 60 work hours to earn 1 academic credit hour, 120 work hours for 2 academic credit hours, and 180 work hours for 3 academic credit hours. You are required to keep a weekly journal of activities during your internship. This journal will serve to document your activities and should be submitted electronically to your faculty supervisor following the schedule agreed upon at the time of completing the internship application. The complete journal will also be part of your final portfolio.

The internship coordinator will request two evaluations from the supervisor at your internship agency, organization, or company to track your performance.

Your internship will be formally assessed on a pass/fail basis, depending on the quality of your weekly journal, poster presented at the department “Pizzas and Posters” session, final portfolio and insights obtained from your supervisor evaluation.

3.9 Who is my Faculty Supervisor?

The Internship Coordinator will designate a Faculty Supervisor for you. Generally, your faculty supervisor will come from the Department of the Environment and Sustainability. However, you may request a faculty supervisor outside of the Department of the Environment and Sustainability if the faculty member is willing to serve in this capacity, and with the approval of the internship coordinator.

3.10 What should I include in my internship description?

Using the Internship Application form, please include the following sections in your description:

1. Overview of agency, organization, or company
 - a. What kind of agency, organization, or company is this – government, non-profit, private, corporate?
 - b. What is its mission?
2. Why are you interested in working there?
3. Overview of your internship
 - a. What will be your responsibilities?
 - b. With whom will you be working and how frequently?
4. Learning objective statement. Please identify specific objectives through the use of a bulleted list using phrases such as To learn, To become, To become To experience
5. Academic goals – how does this internship fit in with what you are learning in your courses at BGSU?
6. Professional Goals – how does this internship fit in with your career goals?
7. Personal Goals – how might this internship fulfill some of your personal goals?
8. Civic Goals – how does this internship expand or enhance your connection to your community?

3.11 What should I include in my final portfolio?

Your internship portfolio should clearly document your activities, knowledge and skills. Remember that in addition to the academic value of preparing a strong portfolio, it may be important to a potential employer evaluation your potential. A good portfolio will include elements:

1. Assessing your learning
2. Connecting your work experiences with your knowledge;
3. Reflecting on your personal, academic, and career goals
4. Providing evidence of your performance
5. Documenting your acquisition of specific skills or knowledge and
6. Recording your intellectual and personal growth.

Please follow the specific guidelines below in preparing your final portfolio. You may submit your portfolio as hard copy or electronically. Your faculty supervisor may have a preference for hard copy or electronic submission – please follow her/his instructions. If you submit your portfolio as a hard copy, use a hard sided binder. Be sure that all supporting material (e.g. samples of your work) is securely part of the portfolio (e.g. not just put into the binder pocket). If you submit an electronic portfolio, the material must be saved in PDF format as a single file. Please be sure after saving the electronic portfolio that the formatting is correct. This means that you need to carefully proof read your portfolio after you save it. See the internship coordinator if you have questions.

1. The front cover of the document should include your name and that of your internship agency, organization, or company. Remember to use appropriate font size for this front cover information.
2. The following page of the document should carry the title of your internship; name of your internship agency, organization, or company; course number (ENVS 4890); number of credits; and name of you faculty supervisor.
3. The next page should be table of content with page numbers.
4. On the next page should be a letter from your internship site supervisor, acknowledging that you completed the internship. The letter may also report the evaluation of your performance during the internship period.
5. Next should be a 3-4 page introductory essay detailing your internship. This should be expanded from the internship description prepared for you internship application (see section 3.10 above) reflecting additional information obtained through your internship experience.
6. Reflection on your internship. Use your journal as a source of data from which to critically assess the extent to which the internship met your academic, professional, personal, and civic goals. Also include an objective assessment of the agency, organization, or company, and the internship supervisor.
7. Samples of work you contributed to the agency, organization, or company (this section could also include reports, photographs, lesson plans, memos, letters, etc.).
8. Your most up-to-date resume (including your internship and skills obtained during your internship).

4. Internship Etiquette

Etiquette is a general “rule of thumb” guiding human behavior in a given setting; the do’s and don’ts pertaining to social behavior. Similar to any other professional setting, internships generally have etiquette that every intern is expected to follow. Here is some etiquette you are expected to observe as an intern:

4.1 Command hierarchy: Most organizations have a structure which identifies a chain of command. As an intern, you need to familiarize yourself with this command chain. Usually organizations are divided into units which often have their own internal command chain. You are

to follow the command chain of your unit for all your activities. Your immediate supervisor is the first link in this command chain.

4.2 Respect Confidentiality: You are expected to keep work related information confidential. It is very unprofessional to share work information with people outside the organization. Some organizations have classified information to be accessed only by specific employees. If you accidentally access information that you are not authorized to access, make sure you notify your supervisor immediately. Endeavor to stay out of any internal politics in the organization.

4.3 Respect staff and fellow interns: It should be clear from the organizational structure who is who in the organization. It is important not to see this structure as an avenue to profile other workers in the organization and label some staff with the “can’t do”, “no good” mentality. For example, be careful not to look down on staff doing clerical work in the organization or another intern who might have joined the organization after you. Seek help from those in the organization who can help you succeed, respecting organizational structure. Respect every employee in the organization and see everyone’s assignment as contributing to the overall success of the organization.

4.4 Maintain a positive attitude: Your co-workers need to see you as a positive person pleased to be at work. You should be viewed as someone with a good attitude happy to have this opportunity. You should establish and maintain good working relationships with co-workers and supervisors, and strive to become known as a hard working, helpful and capable contributor. This includes maintaining good personal relationships, remaining pleasant in all circumstances. Be aware of your organizations policies in the event that a romantic relationship may develop.

4.5 Be punctual: Many organizations and supervisors view punctuality as critical to adequate performance. You should be working at the time that your formal day starts – not just arriving or arriving later. Most organizations do not provide for flexibility – e.g. you cannot arrive a few minutes late and then stay a few minutes late. Keep in mind that punctuality is much more important in most workplaces than at the university. Of course, some organizations may have different rules, but in general interns are most highly regarded who are working at the beginning of the formal work day and do not stop working until the end of the formal work day

4.6 Be serious about what you do: Your work is important, and you need to always do your best. Complete assignments in a timely way, and be sure to meet all deadlines. Ask questions as needed but also use your critical thinking and independent learning skills. Become an asset to the organization, and maximize your learning opportunities.

4.7 Dress appropriately: Remember as an intern you are no longer a student but a worker. Dress professionally and modestly, making sure to observe your organization’s dress standards. If the organization does not have a dress code, follow the lead of successful coworkers in determining appropriate dress. .

4.8 Be an ambassador: Remember that you are the “flag bearer” of the Department of the Environment and Sustainability, and everything you do at your internship site will reflect on our department. Your good performance will encourage the organization to accept more interns from our program, and hire our graduates.

5. Guidelines for Faculty Supervisors

The internship coordinator will request that Faculty serve as supervisors on a case by case basis depending on work load and compatibility with student interests. The faculty member should have an interest in the general work area and should be someone with whom you have a good relationship (typically from having done well in her/his class.) We encourage selecting supervisors from within the department. However, students are can request a supervisor from other departments with the internship coordinator’s consent. Faculty supervisors are required to agree to follow the Guidelines for Faculty Supervisors. Below is a summary of guidelines for Faculty Supervisors.

5.1 Before registration:

Before the student registers for the internship, the faculty supervisor should:

1. Get details of the student’s internship description and learning objectives
2. Get contact information of the student’s supervisor at the internship site
3. Arrange a schedule for receiving the work journal and discussion of progress with the internship.
4. Evaluate the suitability of the internship
5. Sign the application form

5.2 During the internship:

Once the student begins the internship, the faculty supervisor should:

1. Provide academic oversight to the student based on the depending on the previously agreed upon schedule.
2. Be available to the student should problems arise.

5.3 After the internship:

At the end of the internship, the Faculty Supervisor should:

1. Meet with the student to get an overview of the internship experience.
2. Discuss preparation of the poster for the Pizza and Poster’s department welcome session
3. Receive and review the Internship Portfolio
4. Assign a Pass or Fail grade for completion of ENVS 4890.

6. Internship Resources

6.1 Department of Environment and Sustainability Website

Click on the “Internship Program” tab on the left. That page includes information and forms pertinent to the Internship Program.

6.2 Career Center

The BGSU Career Center has a list of current co-ops and internship opportunities. To access these opportunities:

1. Go to the Career Center web site - <http://www.bgsu.edu/offices/sa/career/> and click on the “Co-ops & Internships” tab on the left side of your screen.
2. Click on the tab “Students” on the left side of your screen.
3. Click on “Cooperative Education – Internships” > “Online Job Sources” > “Environmental Resources.”
 - a. You will see a list of resources for environmentally oriented internships.
4. Click on a Resource. A list of positions will show up with the title, organization, location of the position, and the posted date.
5. Click on a Position to read the entire advertisement.

6.3. Web.

Many positions are advertised on the web. Be creative in your search! See the internship coordinator if you need help getting started.

6.4 Personal Contacts

Family, friends, university faculty, and other personal contacts may offer, or know of, good opportunities. Again, see the internship coordinator if you need help.