

# The Department of the Environment and Sustainability

## Application for ENVS 4890 Internship



Students must complete this application and submit it to the School of Earth, Environment & Society **prior to** the beginning of their internship. All information should be typed into this form.

Name \_\_\_\_\_ BGSU ID # \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Check one:  Environmental Science       Environmental Policy & Analysis

### Please answer the following about your proposed internship:

Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Internship title (This will appear on your BGSU transcript so choose a title that is as descriptive as possible. Please keep your title to 20 characters or less including spaces – abbreviate as needed.)

\_\_\_\_\_

How many total hours will you work as an intern? (Check one.)

60 hours to 119 hours = 1 credit hour

120 hours to 179 = 2 credit hours

180 + = 3 credit hours

During what semester and year would you like to be registered for ENVS 4890?

Fall       Spring       Summer      \_\_\_\_\_ Year

**Please fill out the next portion of this form with the Supervisor at the internship agency, organization, or company:**

**To the Supervisor:** Thank you for agreeing to host a BGSU intern! Without your leadership, we could not provide important, real-world experience in the environmental field to our students. Please contact us if you have questions or concerns (contact information is included in the pamphlet mentioned below).

Name of internship agency, organization, or company:

\_\_\_\_\_

Supervisor at internship agency, organization, or company:

\_\_\_\_\_

Phone number of Supervisor at internship agency, organization, or company:

\_\_\_\_\_

Address of Supervisor at internship agency, organization, or company (this must be complete and accurate because evaluations will be mailed or emailed to this address):

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

**To the Supervisor:** Please verify the following...

\_\_\_ I have received the pamphlet entitled "A Guide for Organizations Seeking BGSU Interns in the Environmental Fields."

\_\_\_ I have reviewed this application, including the Internship Description found on page 3, and understand the intention of this student to complete \_\_\_\_\_ hours of an internship with my organization. I agree that the Internship Description is accurate, and I agree to work with this student to provide training and appropriate guidance during the internship.

\_\_\_ I agree to evaluate this student two times during his/her internship (Environmental Programs will mail, email, or fax you the evaluation forms toward the beginning and end of the internship. This will enable you to report on how the student did initially, and a final overall evaluation of student performance.

Signature of Supervisor at internship agency, organization, or company:

\_\_\_\_\_ Date: \_\_\_\_\_

## **Internship Description**

*Students: See the Internship Manual document for information on what information to include here.*

**To the Faculty Supervisor:** Thank you for agreeing to act as Faculty Supervisor for an Environmental Science or Environmental Policy and Analysis internship. Your support and guidance are invaluable to our students as they complete their internship and final portfolio (information about evaluating the final portfolio is included in the document mentioned on page 4 of this form). Please contact us if you have questions or concerns

**To the Faculty Supervisor:** Please verify the following...

- I have reviewed the document: "Guidance for Faculty Supervisors Supporting Environmental Programs Interns" provided by the prospective intern (available to the student at the ENVS majors community Blackboard site under internships.).
- I have reviewed this application including the Internship Description.
- I believe that the described internship is appropriate to receive academic credit in ENVS 4890.
- I agree to keep in touch with this student during the internship by reviewing his/her journal every 1-2 weeks.
- I agree to evaluate the final portfolio of this student.
- I agree to evaluate the students' performance on a pass/fail basis.

Signature of Faculty Supervisor:

\_\_\_\_\_

Date: \_\_\_\_\_

Department: \_\_\_\_\_

**Please submit this form to the Internship Coordinator:**

Dr. Yu Zhou, [yzhou@bgsu.edu](mailto:yzhou@bgsu.edu), 322 Hayes Hall

\_\_\_\_\_

Date: \_\_\_\_\_

Upon completion of this form, the SEES Environment and Sustainability secretary will create an individual internship section for you for the semester you requested.