

ENV S 192: INTERNSHIPS IN ENVIRONMENTAL STUDIES

Course Syllabus – Fall '20

*Internship Coordinator - Eric Zimmerman - 4312 Bren Hall
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PROPOSAL DEADLINE:

**Tuesday, Oct. 20th by 4:00pm
To Eric via email**

MID-QUARTER SEMINAR (1st Question Set Due):

**Tuesday, Nov. 10, at 5:00pm
via Zoom: <https://ucsb.zoom.us/j/8058933185>**

END OF QUARTER DUE DATE (2nd Question Set/Evaluations/Journal):

**by Wednesday, Dec. 16th, at 4:00pm
To Eric via email**

ASSIGNMENTS:

- 1.) Experiential Journal: Through the course of your internship you will keep a weekly journal in which you record your experiences as well as your reflections, ideas, and criticisms. The format is up to you and tips on how to keep a journal are in the ESIP Handbook - Part 2; but the one condition is it be kept current and recorded faithfully, not "filled in" at the last minute (it's easy to tell). I expect at least one page per week and neatness, grammar, and clarity are important, as I will review them for completeness. Feel free to embellish your journal with photos, drawings, projects completed, etc. Your completed journal must be turned in by the end of quarter due date and may be retrieved from the Internship Coordinator within the first few weeks of the following quarter or they will be recycled.
- 2.) Intern Evaluation: A performance evaluation form is emailed to your supervisor two weeks before the end of the quarter. You're required to review the completed evaluation with your supervisor and both need to sign it. It's your responsibility to collect and return the Intern Evaluation to the Internship Coordinator by the end of quarter due date.
- 3.) Agency Evaluation: This is an evaluation of your sponsoring agency and your internship experience. Your constructive input is important and used to evaluate your internship experience, advise future students about internship opportunities, and gather feedback about the agency and the ES Internship Program. The evaluation is in the Handbook - Part 2 and both you and your supervisor should review and sign it. It's due by the end of the quarter due date.
- 4.) Complete Internship Hours: Complete all work hours contracted with the agency and indicated on your ESIP Proposal Agreement. Each academic unit equals 30 total hours of work. If you are unable to complete the number of contracted hours you MUST notify the Intern Coordinator as soon as possible so your units may be adjusted accordingly. Verification of completed hours will be required from your agency supervisor on the Intern Eval. Form.
- 5.) Mid-Quarter Assignment and Attend Mandatory Seminar: This short question set is located in the ESIP Handbook - Part 2. Please complete it within 48 hours before the mid-quarter seminar and bring it with you to the meeting - the date is provided above. This one-hour seminar is run by the ESIP Coordinator and consists of a group discussion reflecting on your internship experience to date and expectations for the coming weeks. Completion of both the mid-quarter assignment and attendance at the seminar is mandatory. If you are unable to attend the seminar you MUST contact the ESIP Coordinator no less than one week before to set up an alternative meeting.
- 6.) End of the Quarter – 2nd Question Assignment: There is no written final or meeting, but you must complete a 2nd/Final Question Set available within the ESIP Handbook - Part 2. This, along with your two evaluations and journal, must be turned in to the ESIP Coordinator by the date listed above. Failure to do so will result in a Non-passing grade.

Your Role As A UCSB Representative

A high level of individual responsibility goes along with the privilege of earning academic credit for an internship. Remember, you are an official representative of the ES Program and UCSB, and we trust you to make an excellent impression by maintaining professional work habits and attitude, and by meeting your deadlines without exception. If any problems arise in your internship, contact the ESIP Coordinator immediately.