

# ENV S 192: INTERNSHIPS IN ENVIRONMENTAL STUDIES

## *Course Syllabus – Spring 2024*

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### **PROPOSAL DEADLINE:**

**Thursday, April 19th, 2024**

To Eric using email: [advising@es.ucsb.edu](mailto:advising@es.ucsb.edu)

**MID-QUARTER SEMINAR (1<sup>st</sup> Question Set Due):**

**Tuesday, May 7<sup>th</sup>, 2024 @ 200-300 pm**

**In Bren 4016 (ES Seminar Room)**

**END OF QUARTER DUE DATE (2<sup>nd</sup> Question Set/Evaluations/Journal Due):**

**Wednesday, June 12th, 2024**

**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 each week, not "filled in" at the last minute (it's easy to tell). I expect at least a couple paragraphs per week outlining what you did, how was it different from previous weeks, how it impacted your overall internship experience and possible your short and long-term career goals. 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 will be **emailed to your supervisor one week before the end of the session**. You're required to review the completed evaluation with your supervisor, and both 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.

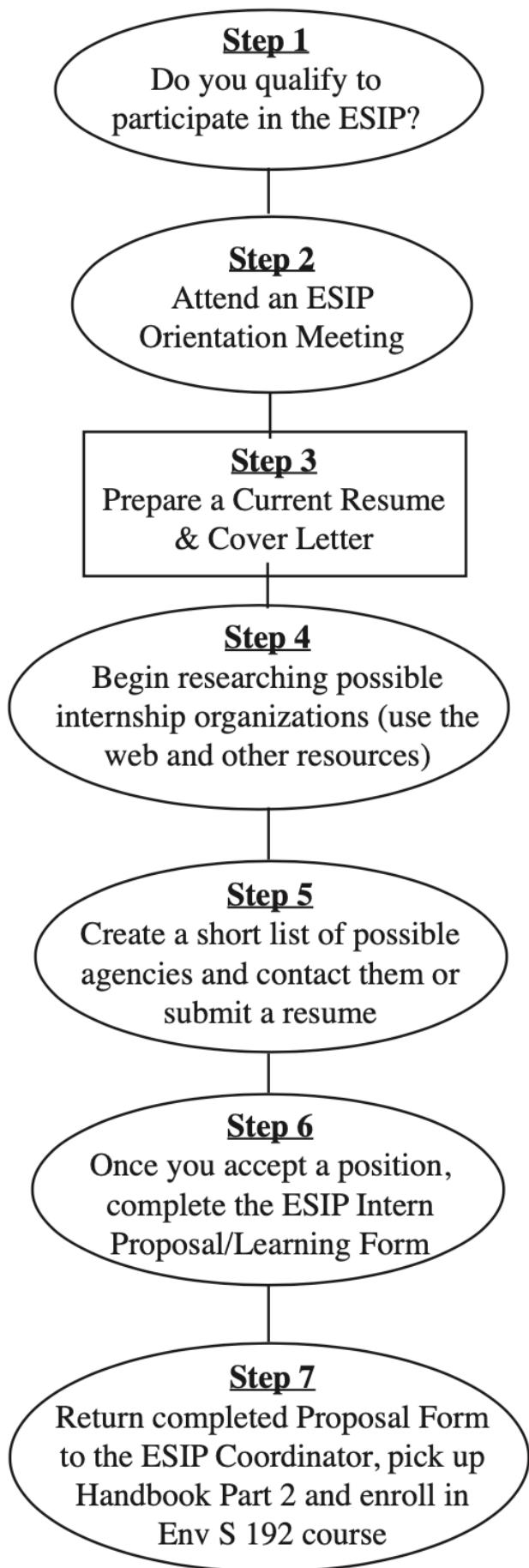
4.) Complete Internship Hours: Complete all work hours contracted with the agency and indicated on your ESIP Proposal Agreement. Each academic unit equals 30 total hours of work. If you are unable to complete the number of contracted hours you **MUST** notify the Intern Coordinator as soon as possible 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 in the ESIP Handbook - Part 2. Please complete it within 24 hours before the mid-quarter seminar and bring it with you to the meeting - the date is provided above. **THERE IS NO** mandatory mid-quarter seminar required during Summer Sessions. If you are experiencing any issues with your internship at any time, or can't attend the mid-quarter seminar, email the ES Internship Coordinator to set up an advising appointment to discuss your concerns or make-up the missed seminar.

6.) End of the Quarter – 2<sup>nd</sup> Question Assignment: There is no written final or meeting, but you must complete a 2<sup>nd</sup>/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.



**Visit the ES Internship webpage and download the *ES Internship Handbook – Part 1* for help on how to find environmental internship.** It also contains all the required info and forms one needs to enroll in ENVS 192 for academic credit during any quarter. [es.ucsb.edu/internships](http://es.ucsb.edu/internships)

**Just a few resources for finding internships:**

**Common ES, UCSB, and Online Resources:**

- ES Program Listserv (ESmail)
- List of Local Env. Orgs on ES Website
- UCSB’s Handshake (campus job board)
- Speak with a UCSB Career Advisor
- Online Job Boards, Including:
  - Indeed.com, Intermatch.com, Idealist.org, Glassdoor.com, Careerbuilder.com, WayUp.com, Internships.com, USAJobs.gov, etc.

**Attend, Visit, or Use:**

- Career Fairs
- Employer Info Sessions
- Career Panels/Mixers
- Environmental Lectures and Events
- Interesting Employer Websites
- The Internet, It’s Your Friend: (use key word searches to find organizations or search by location)

**And NETWORKING!!!!**

- Use Family, Roommates, Friends, Family and Relatives of Friends and Roommates
- Faculty and Graduate Students
- Guest Speakers in Class
- Join Targeted Professional Organizations
- Reach Out to Alumni
- Use LinkedIn (Facebook with a tie on)
- Informational Interviews & Job Shadowing
- Spread the Word You’re Available & Looking for Opportunities (social media)
- Cold Calling & Email Can Also Work (sometimes)