

EnvS 498 Internship packet

Information, application and evaluation forms are attached.

The following must be completed to receive a passing grade:

- ✓ Internship application
- ✓ Job description, provided by your internship supervisor/employer
- ✓ Mid-term evaluation (Both parts 1 and 2)
- ✓ Final evaluation
- ✓ Final report (see requirements page)

Remember, students are responsible for enrollment, whether through Vandal Web or with a Change of Registration form.

Submission of Materials: Return all required paperwork (including application page, mid-term and final evaluations and final report) to the Environmental Science administrative assistant and your UI faculty internship advisor. The internship application is required prior to beginning your position; all other forms are required prior to the last day of the semester in which the internship is completed.

EnvS 498 Internship Requirements

Basic Requirements. Intern must have a declared major in Environmental Science. It is recommended that you have junior class standing or better (58 credits minimum), and complete the attached application form before registering for an internship.

Registration. Intern must register for EnvS 498 for the semester in which the internship occurs. You may register for one, two or three credits depending upon the following criteria. One credit: observation and general work-related duties as assigned (minimum 40 hours effort); two credits: above plus demonstrated work product (minimum 80 hours effort); three credits: all of the previous plus demonstrated competence in the work environment (minimum 120 hours effort).

Evaluation Forms. Intern and internship supervisor (in the work place) should agree to an initial work plan. They must also agree to complete and return the attached mid-term and final evaluation forms to the Environmental Science Program. The supervisor is expected to discuss the evaluation with the intern before returning it to EnvS. **The return of the completed and signed evaluation forms and final report is your responsibility. No evaluations, no credits.**

Final Report. Students must submit a final written report to their faculty internship advisor the last week of the semester in which the internship is completed. The report must be typed and double-spaced, and should be no longer than three pages. It should address the following points:

A. The quality of the internship experience

- What did you learn and how does it apply to the field of environmental science?
- In which areas do you still need to improve or refine your knowledge and skills?
- If you could do it over, what would you do differently?

B. The organization and supervision

- Describe for whom you worked.
- How did your work contribute to the organization or workplace?
- Describe the feedback you received from your supervisor and fellow workers.
- If the organization offered you a job, would you take it? (Why or why not?)

C. Additional comments

- If you have additional comments not covered in the above A and B, please add them.
- Do you think your internship helped prepare you for work after college?

Final Grade. Internships are graded on a Pass or Fail system. Failure to submit the completed mid-term and final evaluation forms and a final written report by the end of the term enrolled may result in a failing grade.

Submission of Materials: Return all required forms to the Environmental Science administrative assistant and your UI faculty internship advisor prior to the last day of the semester in which the internship is completed.

Questions/concerns/problems. Contact the ENVS Program at 208-885-6113 or envs@uidaho.edu.

EnvS 498 Internship – Application

Date: _____

Semester of proposed internship: ___ Fall ___ Spring ___ Summer Year: _____

Student's name: _____ ID _____

Major: _____ Credits completed to date: _____ Overall GPA: _____

Phone number: _____ E-mail: _____

Student's signature

To be completed by your internship supervisor

Supervisor's name: _____

Phone: _____ Email: _____

Company: _____ Location: _____

Supervisor's title: _____

Is the internship: PAID ___ or UNPAID ___ If unpaid, will organization cover intern's registration fees?
YES ___ NO ___

Internship title and/or description:

Estimated number of hours intern will work per week: _____

Start date: _____ End Date: _____

***** Please provide a job description with this signed application *****

Internship supervisor's signature

Date

Major Advisor

EnvS 498 Internship – Mid-term Evaluation, Part 1

(This section to be filled out by the student)

Your name: _____

Please reflect on your internship to this point and list one or more aspects of your internship that is going well, and you hope will continue:

Please list one or more aspects of your internship experience that could be improved, and possible ways in which these improvements could be made:

Please rate your own level of initiative in your internship work (Scale: 1 – unsatisfactory; 2 – somewhat satisfactory; 3 – satisfactory; 4 – above average; 5 – excellent) ____ Do you feel that your supervisor is satisfied with your performance, why or why not?

Student signature _____

EnvS 498 Internship – Mid-term Evaluation, Part 2

(This section to be filled out by the student's immediate supervisor during internship)

Student's name: _____

Student's duties/job title:

Supervisor's name: _____

Title: _____

Rate the student intern in these general categories:

(Scale: 1 – unsatisfactory; 2 – somewhat satisfactory; 3 – satisfactory; 4 – above average; 5 – excellent)

- ___ Ability to write/produce/communicate effectively
- ___ Ability to work independently
- ___ Ability to complete assigned tasks and meet deadlines
- ___ Ability to work with others
- ___ Overall quality of student's work

Please comment on your above responses, and on the intern's particular strengths and weaknesses (use the back of the form if necessary).

Student's signature: _____ Date: _____

Supervisor's signature: _____ Date: _____

Return this form to the Environmental Science administrative assistant and your UI faculty internship advisor prior to the last day of the semester in which the internship is completed.

EnvS 498 Internship – Final Evaluation

(To be filled out by the student's immediate supervisor during internship)

Student's name: _____

Student's duties/job title:

Supervisor's name: _____

Title: _____

Rate the student intern in these general categories:

(Scale: 1 – unsatisfactory; 2 – somewhat satisfactory; 3 – satisfactory; 4 – above average; 5 – excellent)

- Ability to write/produce/communicate effectively
- Ability to work independently
- Ability to complete assigned tasks and meet deadlines
- Ability to work with others
- Overall quality of student's work

Please comment on your above responses, and on the intern's particular strengths and weaknesses (use the back of the form if necessary).

Student's signature: _____ Date: _____

Supervisor's signature: _____ Date: _____

Return this form to the Environmental Science administrative assistant and your UI faculty internship advisor prior to the last day of the semester in which the internship is completed.