Guidelines for EnvS 450

The internship shall be carried out according to the SRU document “Policy for Undergraduate Practical Application Courses” dated May, 1983.

Responsibilities of the Student

Prior to the internship, the student will:

− Determine their eligibility apply for EnvS 450. This information is located on the DARS report. Major and overall QPA are based on the most recent completes semester.
− Confer with his/her academic advisor. Normally, the academic advisor will act as the Faculty Supervisor for the internship. However, this is not required.
− Identify the company/agency willing to accept him/her for internship and will check with the Faculty Supervisor for acceptability
− It is the responsibility of the student to complete a typed application. This includes all appropriate forms and submits them to the coordinator of the Environmental Science Program in written and electronic formats. Electronic templates are available for all forms. The student may sign up for up to 12 credits of internship, but only a maximum of 3 credits will count toward the major.
− Intern students are not covered by any professional liability insurance provided by the University. If students are concerned about any potential legal liability arising from actions during their course, they should discuss the possibility of obtaining such insurance through an insurance broker. Some agencies or companies do include students under their own liability insurance; others may require a waiver of liability to be signed prior to agreeing to the placement. Therefore, students are advised to check into the practices of the agency involved.

During the internship, the student will:

− Work 40 hours for each credit hour of the internship.
− Keep a daily log in a bound notebook. The log should be general in scope including the student’s daily activities but excluding any patentable research or proprietary information. The log will contain the check-in and check-out time each work day and the Placement Supervisor’s signature at the end of the internship period.

After the internship, the student will:

− Prepare a final, typed report (between 3-10 pages) explaining both the technical and managerial benefits gained during the internship. The report should conclude with a brief evaluation of the place of internship and any suggestions for continued cooperation. This report must be turned in to the Faculty Supervisor at least by the end of the fourth week of the semester following the internship.

− Arrange an oral examination with the Faculty Supervisor relative to the internship experiences. The Faculty Supervisor may invite other faculty members or in a particularly instructive case, hold a seminar in place of the oral examination.
**Responsibilities of the Placement Supervisor**

The Placement Supervisor will:
- Hold an orientation for the intern about the company/agency.
- Establish a work schedule for the intern providing as varied learning experience as possible.
- Meet with the intern periodically to discuss his/her progress or any problems.
- Submit a written evaluation of the intern to the Faculty Supervisor at the conclusion of the internship period.

**Responsibilities of the Faculty Supervisor**

Prior to the internship, the Faculty Supervisor will:
- Check the eligibility of the student. The requirements are at least junior standing, 16 credits completed in the major at the 200 level or above, and a minimum QPA of 2.0 overall, and in the major. Listed in DARS
- Provide an initial orientation to the student along with a copy of the guidelines and the Placement Supervisor’s evaluation form.
- Advise the student that she/he is not covered by any professional liability insurance by the university.
- Provide the company/agency a copy of the guidelines in the internship and the Placement Supervisor’s evaluation form.

During the internship, the Faculty Supervisor will:
- Check periodically on the intern’s progress by telephone with the Placement supervisor.
- Arrange with the student and the Placement Supervisor for at least one on-site visit, where visitations are practical.

Following the internship, the Faculty Supervisor will:
- Inform the student that if she/he wishes to graduate at the end of the semester when the internship is taken, he/she must present the daily log, final report, along with the Placement Supervisor’s evaluation and pass the oral examination or give a seminar one week before grades are due.
- Turn in an incomplete grade for the student if the evaluation cannot be completed prior to the grade deadline.
- Arrange an oral examination or seminar for the student.
- Determine and turn in the final grade for the student based on the following:
  - Log 25%
  - Final Report 15%
  - Placement Supervisor’s Evaluation 50%
  - Oral Examination or Seminar 10%

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