ENVS Internship Process and Procedures

Finding and Selecting an Internship Opportunity: Students are encouraged to seek out internship opportunities that directly align with their potential career path and/or academic interests. Internships may be set up with any organization, including organizations or businesses that do not have official internship positions or programs. However, it should be noted that an internship is not simply "credit for work". All internships must be supported by clearly articulated learning objectives and should culminate in a set of predetermined deliverables.

Some important resources for finding an internship are:

Support and Supervision

- **Faculty Mentor:** Students must identify and secure a commitment of support from a faculty mentor who demonstrates the appropriate expertise and experience to support their internship experience. Faculty members need not be official ENVS faculty, but it is always a bit easier to work with ENVS faculty that understand the ENVS curriculum
- **Site Supervisor:** In addition to a faculty mentor, students must identify and connect with a supervisor at their internship organization who will provide on-the-ground support and insight into the day-to-day operations of the organization. Learning objectives, as well as the roles and responsibilities for the internship, should be developed in collaboration with the site supervisor and communicated to the student's faculty advisor prior to the start of the internship (see below).
- **Regular Check-ins:** Students should meet with their faculty supervisors at least twice during the duration of their internship (potentially more depending on the length) to review progress, discuss challenges, and provide guidance on their final deliverable(s).

Awarding of Credit

Each internship credit requires a minimum of 40 hours of internship work (i.e. 3 credits = 120 hours of work.) These hours can be spread across the semester (8-10 hours per week for 15 weeks) or condensed into a summer period (10 hours per week for 12 weeks).

Credit will not be awarded retroactively. Students can only receive credit during the semester or summer that they are enrolled in an internship section (e.g. ENVS 3991 for juniors and seniors; ENVS 2991 for first and second years).

Once a internship has been approved by a student's faculty mentor, either the student or faculty mentor should email Vic Izzo (vizzo@uvm.edu) to receive a registration override.

Please indicate the internship level (i.e. 2991 or 3991) and the number of credits to be awarded.

Academic and Learning Objectives

Prior to beginning the internship, students must submit to their academic mentor, a document approved by their internship site supervisor that includes the following:

- A set of internship learning objectives
  These learning objectives must tie back to the student's academic background in environmental studies, demonstrating the application of course content to real-world challenges.
- A description of the student's role and responsibilities for the internship
- A timeline for completion of the internship and final deliverables

Final Deliverable(s): Each student will produce a final deliverable that reflects their learning outcomes and, if requested by the internship supervisor, how their work contributed to the internship organization's mission and goals. Final deliverables are to be determined in concert with both a student's academic mentor and site supervisor. These deliverables can vary depending upon the nature of work that the student engaged in during the internship, the length of the internship, and the type of reflection and/or reporting agreed upon by the internship advisory team (i.e. academic mentor and site supervisor).

Assessment and Grading: A final evaluation from the site supervisor should be submitted to the academic advisor to determine the letter grade for the student. These evaluations can be verbal and/or written, but must be documented by the academic advisor. Alternatively, an Satisfactory/Unsatisfactory (S/U) grade may be used if appropriate.

Payment: Internships can be paid or unpaid depending on the organization's resources. Students can receive academic credit for both paid and unpaid internships.