

Rubenstein School Experiential Learning Academic Deliverables - Internships

An academic deliverable is the coursework you're required to complete to earn credit for your internship experience. Assignments are scaffolded throughout the semester to provide context for, and application of, the learning you achieve while participating in your Internship. Note: Substantive Academic Projects are due by the final day of classes each semester.

Academic deliverables per credit are listed below:

1-credit (45 hours interned) deliverables

- Informational Interview:
 - 1-page reflection after conducting an informational interview with a professional at/connected to your internship site OR working in the field in which you interned. Informational interviews are opportunities for you to talk with people doing work you're interested in learning more about. These conversations can be especially useful as you think about possible jobs and career paths. Here are some questions you might consider asking:
 - Tell me about your career path – why did this type of work interest you and how did you get started?
 - What were your first few jobs after you graduated from college?
 - What are the duties/responsibilities of your job? What does a typical day or week look like for you?
 - **PURPOSE:** This assignment is meant to help students begin the practice of intentional networking – connecting with folks in your field of interest to build opportunities for further and ongoing engagement and to foster your career community.
- Reflection on Intercultural & Environmental Justice:
 - Required reading of an article focused on the intersections of environmental and intercultural justice.

- 1-page reflection on the intersections of the concepts covered in the article and the “audience” for your internship work.
 - Audience is defined as: the people or more-than-human kin that were most directly impacted by your work or for whom the work was being done. Notice that the audience can be an ecosystem or non-human being – i.e., the water, forest, a specific trail or tree, a phytoplankton, etc. OR you might consider “audience” the organization for whom you worked, the human community that work impacted, the people with whom you worked, etc.
- **PURPOSE:** This assignment is meant to help students continue the work they began in their very first year of study in Rubenstein – recognizing the intersections of environmental and social justice and the importance of reflecting on our shared work of unlocking empathy, passion, innovation, and creativity to heal and radically change human-environment systems in a just, equitable, and ecological direction.
- Presentation with Visual:
 - A presentation of your internship experience including at least 1 visual component (photo/artwork/infographics/comic/etc.). Venues for presentation can include:
 - A class within your major
 - A Rubenstein student club meeting
 - Rubenstein School Internship Panels
 - Rubenstein School Internship Slams
 - Another setting agreed upon in consultation with Rubenstein Experiential & Community-Based Learning Coordinator
 - NOTE: Visual components can include photographs, visual artwork, performance artwork (music, dance, movement, etc.), video, etc.
 - **PURPOSE:** This assignment is intended to help students practice the skill of articulating their learning, work, and impact in service of future interviews and/or public speaking possibilities.
- General Summary Reflection paper:
 - 2-page reflection on internship experience
 - What did you do in your internship? What did you learn? How did you meet your learning objectives? What connections did you make to job/career ideas? How did you apply your classroom learning in new ways?

- **PURPOSE:** This assignment is meant to prompt students to reflect thoughtfully on the expectations they had of their experience and the actual, lived impact of the experience itself; something we hope that we might all do with our shared and individual experiences of learning and growth throughout our lives.
- Submission of your most up-to-date resume, including an entry outlining/describing your internship experience and LinkedIn profile link.
- Sign up for a [UVM Connect account](#) – an online network of UVM students, graduates, faculty, and staff.

2-credit (90 hours interned) deliverables

- Complete all assignments articulated for 1 credit with following changes:
 - Informational Interviews:
 - For 2-credit experiences, 2-page reflection after conducting 2 informational interviews with professionals at/connected to your internship site.
 - Reflection on Intercultural & Environmental Justice:
 - For 2-credit experiences, minimum page requirement is 2-3 pages.
 - General Summary Reflection:
 - For 2-credit experiences, minimum page requirement is 2-3 pages.
 - SUBSTANTIVE ACADEMIC PROJECT:
 - Periodically, students may request 2 credits to count toward their major/minor/concentration – when this is the case, they MUST work with a RSENr faculty member to outline a 2-credit substantive academic project that demonstrates content area knowledge.

3-credit (135 hours interned) deliverables

- Complete all assignments articulated for 1 credit with following changes:
 - Informational Interviews:
 - For 3-credit experiences, 3-page reflection after conducting 3 informational interviews with professionals at/connected to your internship site.
 - Reflection on Intercultural & Environmental Justice:
 - For 3-credit experiences, minimum page requirement is 3-4 pages.

- General Summary Reflection:
 - For 3-credit experiences, minimum page requirement is 3-4 pages.
- Substantive Project:
 - This project is decided upon in consultation with your Faculty Sponsor and can take many forms, including an 8–10-page research paper or other deliverable.
 - Topic should be preliminarily articulated in your Experiential Learning Plan and fully outlined by the mid-way point of your internship.

4-credit (180 hours interned) deliverables

- Complete all assignments articulated for 3 credits with following change:
 - Substantive Project:
 - Length/depth of project will be considerably larger than 3-credit example: 10-12-page research paper at a minimum

5-credit (225 hours interned) deliverables

- Complete all assignments articulated for 3 credits with following change:
 - Substantive Project:
 - Length/depth of project will be considerably larger than 4-credit example: 12-15-page research paper at a minimum

6-credit (225 hours interned) deliverables

- Complete all assignments articulated for 3 credits with following change:
 - Substantive Project:
 - Length/depth of project will be considerably larger than 5-credit example: 15-18-page research paper at a minimum

Important Notes

- Academic deliverables are scaffolded with intention and due throughout the semester, culminating in the General Summary Reflection and, if applicable, Substantive Academic Project.
- Faculty sponsors may request drafts of research papers/projects prior to the final due date.
- All written deliverables should use 11 or 12-point fonts, 1.5-line spacing, and standard margins.

- Faculty sponsors may request additional academic deliverables or suggest substitutions as they see fit.
- All academic deliverables should be submitted through Brightspace.

Substantive Project Guidelines

- Please meet with your Faculty Sponsor to determine the scope and scale of your substantive project
- Examples of past substantive projects include:
 - An in-depth land management plan
 - A set of policy briefs
 - The creation of environmental education lesson plans
 - Marketing plan for an organization/company
 - A series of GIS maps
 - An in-depth policy analysis

Grades and Evaluation

- For 1- and 2-credit elective experiences, the Rubenstein Experiential & Community-Based Learning Coordinator will assess and grade your academic deliverables.
- For 3+-credit experiences, as well as 2-credit experiences intended to fulfill concentration/minor requirements, your Internship Faculty Sponsor will assess and grade your substantive project deliverable.
- The evaluation from your Internship Site Supervisor will be based on the quality of your work in the internship and their experience working with you.