ENVS 191 / ENVS 291 Environmental Practicum Guidelines

ENVS 191 and ENVS 291 are Environmental Studies course numbers for an environmentally related practicum that may be in the form of independent research, supervised field studies, apprenticeships, internships and academic projects. It may also be used as a mechanism to take an existing course at a higher level (ex. 095 as 191 or 195 as 291, see Project plan for courses taken at a higher level on pg. 2). ENVS 191 is for activities done at the intermediate level. ENVS 291 is for senior or advanced level activities.

PLANNING PROCESS
Much preliminary planning and preparation is required before credit enrollment is approved. Credit is not granted for the ENVS 191 or 291 activity in and of itself, but for the learning that results from all aspects of the activity. The Environmental Program insists on rigor, self initiation and quality for practicums.

Step 1. **Establish practicum.**

Step 2. **Meet with ENVS 191/291 Practicum Coordinator to discuss process and logistics of earning credit.**
   a. The Course Coordinator is responsible for overall administration of ENVS 191 and ENVS 291, assuring that project plans, deliverables and grades are properly submitted for those enrolled. They will receive grade reports from the Faculty Sponsor and the Practicum Supervisor and communicate with students as practicum end dates approach.

Step 3. **Establish Faculty Sponsor.**
   a. The ENVS Faculty Sponsor oversees the practicum learning experience from proposal to evaluation, making sure the activity is academically sound and appropriate to the student’s capacities. **This person must be a full-time ENVS faculty member.** Students are encouraged to choose a Faculty Sponsor who knows the most about the activity and check in with them throughout their practicum experience. It may be suitable to create a schedule of check-in dates throughout the practicum process. Upon final review, the Faculty Sponsor will assign a grade based on your deliverables.

Step 4. **Establish Practicum Supervisor.**
   a. The Practicum Supervisor directly oversees the work of the student and is often someone off-campus or from another university department. The Practicum Supervisor is asked to complete a grade report based on the work completed during the practicum process (you do not need to send them your deliverables). If you are doing a practicum with a full-time ENVS faculty member they may act as your Practicum Supervisor and your Faculty Sponsor.

Step 5. **Draft learning objectives and project plan (note: these will be different for courses taken at a higher level).**

Step 6. **Meet with Faculty Sponsor.**
   a. Discuss drafted learning objectives and project plan.
   b. Discuss timeline for check-ins.
   c. Finalize learning objectives and project plan, and **sign learning contract.**

Step 7. **Meet with and/or submit learning objectives, project plan and learning contract to Practicum Supervisor.**

Step 8. **Submit final project plan and signed learning contract to the Practicum Coordinator.**

AFTER PRACTICUM

Step 1. **Meet with Faculty Sponsor before last day of classes.**
   a. Discuss practicum experience.
   b. Bring draft of deliverables to review.

Step 2. **Submit deliverables to Course Coordinator and Faculty Sponsor on last day of classes (for semester practicums) or November 10th (for summer practicums).**
   a. Further revisions may be required.
CREDIT POLICY

Credit will not be administered for practicum work completed without a prior approved project plan and signed learning contract in place. The student should consider and plan what level of time commitment, and therefore credit request, is realistic for their semester or summer schedule.

• We expect a minimum of 45 hours of effort for each credit hour earned.
• You may design and enroll in more than one ENVS 191 or 291 experience to earn credits toward your ENVS degree. ENVS 291 is also acceptable for graduate credit toward advanced degrees.
• You may earn a minimum of a 1 credit to a maximum of 6 credits in either course in a single semester or for a single project.

Summer ENVS 191/291 practicum credit: may be split between the prior spring and following fall semester as follows:

• 1 credit in spring IF project plan and learning contract are complete
• Additional credits in fall for completion of internship hours and submission of final reflection

Students planning a summer practicum may not register for all of their credits in the spring semester prior to their practicum, the credit must be split or registered in full in the Fall. A project plan and signed contract must be in place before the practicum begins.

PROJECT PLAN

The project plan should be written with attention to proper grammar and spelling, 1.5 spacing, good organization and quality writing.

➢ Justification
The project justification should state your practicum’s purpose and rationale. Why are you choosing to do a practicum and why this particular one? What is the importance of the work and how does it relate to your course work?

• Be sure to identify the site location and primary project supervisor’s name and title.
• Identify if and how practicum credits can fulfill a requirement for your major.
• Indicate the number of credits you are requesting as well as the number of hours you intend to work.
• Include a projected weekly work schedule.
• Outline check-in dates with faculty sponsor.
• Include possible topics for your research paper (should be determined by mid practicum) and when you will discuss with your faculty sponsor.

➢ Learning Objectives
List each learning objective as a bulleted item with specific methods for successful completion below each one. Avoid broad and general objectives; make them specific and as measurable as possible.

• What knowledge do you hope to acquire during this practicum?
• What do you want to understand at the conclusion of this experience?
• What new skills do you want to master as a result of this practicum?

➢ Project Goals (For project practicums only)
List each project goal as a bulleted item with specific methods for successful completion below each one.

• What are the specific tasks to be completed throughout this practicum?
• What are the specific outcomes intended?
• What will you do for this activity?
• Your project goal outcomes may be directly associated with achieving a certain learning objective.

Project plan for courses taken at a higher level for ENVS 191/291 credit: must include a course syllabus, a written explanation and description of the additional assignments or higher level work to be completed to achieve the higher level course credit. The description should include your method for completion of each task. This explanation must be written with attention to proper grammar and spelling, 1.5 spacing, good organization and quality writing. It is to be written in consultation with the Course Coordinator and faculty teaching the course.

DELIVERABLES

At the conclusion of the practicum, you are required to submit deliverables based on the amount of credit enrolled. Once completed, deliverables are sent to your Faculty Sponsor and the Course Coordinator. You may want to consider sending in a first draft of deliverables, as it is common for the Faculty Sponsor and Course Coordinator to ask for revisions. You do not need to send your deliverables to your Practicum Supervisor unless you wish to do so.
1 CREDIT (45 hours)
- 3 page reflection (1.5 space) on practicum experience and connections to academic course work as well as job/career ideas. Describe the degree to which you were successful in meeting each of your learning objectives. If they changed over the course of the experience, explain why.
  - How did the practicum impact you?
  - What did you gain from the experience?
  - What was the meaning of this work for you?
  - What did you learn about yourself and about this field of work?
  - How does it help you consider your future plans/goals?
- 300 word lively article describing what you did in your practicum, what you learned, and your tips for future students doing practicum work.
  - Include at least 1 picture and be sure to review and reflect on the learning objectives you articulated before starting your internship.
  - This article will be published on the ENVS website.
- 300 word reflection on diversity, multiculturalism, and/or social justice as it relates to your practicum - the organization you worked with, the population(s) you worked with, the impact of your work, observations, etc.

2 CREDITS (90 hours)
- 5-8 page (1.5 space) research paper/substantive project – topic TBD by the mid-way point of internship and outlined in check-in schedule with Faculty Sponsor
  - Introduction
    - State research question – can include hypothesis
    - Background on topic and brief review of current knowledge
    - Defining the scope of research question
  - Literature Review
    - Evaluation of previous research of your topic where you show that there is a gap in the knowledge that you intend to fill.
  - Methods
    - Outline which method you chose and why, what, when, where, and how.
  - Results
    - Outline what you found in relation to your research question or hypothesis.
    - Include significance of key results.
  - Discussion
    - Comments on your results
    - Explain what results mean
    - Interpret results in wider context
    - Indicate which results were expected or unexpected and why
  - Conclusions
    - Emphasize that research aims/objectives have been achieved
    - Outline most important results – note limitations.
    - Make suggestions for future research
  - Bibliography
- 3 page reflection (1.5 space) on internship experience and connections to academic course work as well as job/career ideas. Describe the degree to which you were successful in meeting your learning objectives. If they changed over the course of the experience, explain why.
- 300 word lively article describing what you did in your internship, what you learned, and your tips for future interns
  - Include at least 1 picture and be sure to review and reflect on the learning objectives you articulated before starting your internship.
  - This article will be published on the ENVS website.
- 300 word reflection on diversity, multiculturalism, and/or social justice as it relates to your internship - the organization you worked with, the population(s) you worked with, the impact of your work, observations, etc.

3 CREDITS (135 hours)
- 8-10 page (1.5 space) research paper/substantive project – topic TBD by the mid-way point of internship and outlined in check-in schedule with Faculty Sponsor. Substantive project to be outlined with faculty sponsor.
  - Introduction
    - State research question – can include hypothesis
    - Background on topic and brief review of current knowledge
    - Defining the scope of research question
  - Literature Review
    - Evaluation of previous research of your topic where you show that there is a gap in the knowledge that you intend to fill.
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- **Methods**
  - Outline which method you chose and why, what, when, where, and how.

- **Results**
  - Outline what you found in relation to your research question or hypothesis.
  - Include significance of key results.

- **Discussion**
  - Comments on your results
  - Explain what results mean
  - Interpret results in wider context
  - Indicate which results were expected or unexpected and why

- **Conclusions**
  - Emphasize that research aims/objectives have been achieved
  - Outline most important results – note limitations.
  - Make suggestions for future research

- **Bibliography**
  - Conduct informational interviews with 1-2 professionals at/connected to your internship site; write a 1-2 page reflection
  - 3 page (1.5 space) reflection on practicum experience and connections to academic course work as well as job/career ideas. Describe the degree to which you were successful in meeting each of your learning objectives. If they changed over the course of the experience, explain why.
    - How did it impact you?
    - What did you gain from the experience?
    - What was the meaning of this work for you?
    - What did you learn about yourself and about this field of work?
    - How does it help you consider your future plans/goals?
  - 300 word lively article describing what you did in your practicum, what you learned, and your tips for future students doing practicum work.
    - Include at least 1 picture and be sure to review and reflect on the learning objectives you articulated before starting your internship.
    - This article will be published on the ENVS website
  - 300 word reflection on diversity, multiculturalism, and/or social justice as it relates to your practicum - the organization you worked with, the population(s) you worked with, the impact of your work, observations, etc.

**4 CREDITS (180 hours)**

- 10-12 page (1.5 space) research paper/substantive project – topic TBD by the mid-way point of internship and outlined in check-in schedule with Faculty Sponsor. Substantive project to be outlined with faculty sponsor.
  - **Introduction**
    - State research question – can include hypothesis
    - Background on topic and brief review of current knowledge
    - Define the scope of research question
  - **Literature Review**
    - Evaluation of previous research of your topic where you show that there is a gap in the knowledge that you intend to fill.
  - **Methods**
    - Outline which method you chose and why, what, when, where, and how.
  - **Results**
    - Outline what you found in relation to your research question or hypothesis.
    - Include significance of key results.
  - **Discussion**
    - Comments on your results
    - Explain what results mean
    - Interpret results in wider context
    - Indicate which results were expected or unexpected and why
  - **Conclusions**
    - Emphasize that research aims/objectives have been achieved
    - Outline most important results – note limitations.
    - Make suggestions for future research
  - **Bibliography**
    - Conduct informational interviews with 1-2 professionals at/connected to your internship site; write a 1-2 page reflection
    - 3 page (1.5 space) reflection on practicum experience and connections to academic course work as well as job/career ideas. Describe the degree to which you were successful in meeting each of your learning objectives. If they changed over the course of the experience, explain why.
      - How did it impact you?
- What did you gain from the experience?
- What was the meaning of this work for you?
- What did you learn about yourself and about this field of work?
- How does it help you consider your future plans/goals?

- 300 word lively article describing what you did in your practicum, what you learned, and your tips for future students doing practicum work.
  - Include at least 1 picture and be sure to review and reflect on the learning objectives you articulated before starting your internship.
  - This article will be published on the ENVS website

- 300 word reflection on diversity, multiculturalism, and/or social justice as it relates to your practicum - the organization you worked with, the population(s) you worked with, the impact of your work, observations, etc.

5 CREDITS (225 hours)
- 12-15 page (1.5 space) research paper/substantive project – topic TBD by the mid-way point of internship and outlined in check-in schedule with Faculty Sponsor. Substantive project to be outlined with faculty sponsor.
  - Introduction
    - State research question – can include hypothesis
    - Background on topic and brief review of current knowledge
    - Defining the scope of research question
  - Literature Review
    - Evaluation of previous research of your topic where you show that there is a gap in the knowledge that you intend to fill.
  - Methods
    - Outline which method you chose and why, what, when, where, and how.
  - Results
    - Outlines what you found in relation to your research question or hypothesis.
    - Include significance of key results.
  - Discussion
    - Comments on your results
    - Explain what results mean
    - Interpret results in wider context
    - Indicate which results were expected or unexpected and why
  - Conclusions
    - Emphasize that research aims/objectives have been achieved
    - Outline most important results – note limitations.
    - Make suggestions for future research
  - Bibliography

- Conduct informational interviews with 2-3 professionals at/connected to your internship site; write a 1-2 page reflection

- 3 page (1.5 space) reflection on practicum experience and connections to academic course work as well as job/career ideas. Describe the degree to which you were successful in meeting each of your learning objectives. If they changed over the course of the experience, explain why.
  - How did it impact you?
  - What did you gain from the experience?
  - What was the meaning of this work for you?
  - What did you learn about yourself and about this field of work?
  - How does it help you consider your future plans/goals?

- 300 word lively article describing what you did in your practicum, what you learned, and your tips for future students doing practicum work.
  - Include at least 1 picture and be sure to review and reflect on the learning objectives you articulated before starting your internship.
  - This article will be published on the ENVS website

- 300 word reflection on diversity, multiculturalism, and/or social justice as it relates to your practicum - the organization you worked with, the population(s) you worked with, the impact of your work, observations, etc.

6 CREDITS (270 hours)
- 15-18 page (1.5 space) research paper/substantive project – topic TBD by the mid-way point of internship and outlined in check-in schedule with Faculty Sponsor. Substantive project to be outlined with faculty sponsor.
  - Introduction
    - State research question – can include hypothesis
    - Background on topic and brief review of current knowledge
    - Defining the scope of research question
  - Literature Review
Evaluation of previous research of your topic where you show that there is a gap in the knowledge that you intend to fill.

- **Methods**
  - Outline which method you chose and why, what, when, where, and how.

- **Results**
  - Outlines what you found in relation to your research question or hypothesis.
  - Include significance of key results.

- **Discussion**
  - Comments on your results
  - Explain what results mean
  - Interpret results in wider context
  - Indicate which results were expected or unexpected and why

- **Conclusions**
  - Emphasize that research aims/objectives have been achieved
  - Outline most important results – note limitations.
  - Make suggestions for future research

- **Bibliography**
  - Conduct informational interviews with 2-3 professionals at/connected to your internship site; write a 1-2 page reflection
  - 3 page (1.5 space) reflection on practicum experience and connections to academic course work as well as job/career ideas. Describe the degree to which you were successful in meeting each of your learning objectives. If they changed over the course of the experience, explain why.
    - How did it impact you?
    - What did you gain from the experience?
    - What was the meaning of this work for you?
    - What did you learn about yourself and about this field of work?
    - How does it help you consider your future plans/goals?
  - 300 word lively article describing what you did in your practicum, what you learned, and your tips for future students doing practicum work.
    - Include at least 1 picture and be sure to review and reflect on the learning objectives you articulated before starting your internship.
    - This article will be published on the ENVS website
  - 300 word reflection on diversity, multiculturalism, and/or social justice as it relates to your practicum - the organization you worked with, the population(s) you worked with, the impact of your work, observations, etc.

**DUE DATES**

Please use when indicating the end date of your practicum on the learning contract:

- **For a practicum that follows the outline of a semester:** Deliverables must be completed the last day of classes to allow for revisions of deliverables and issuing of final grades.
- **For summer internships:** Deliverables must be submitted by November 10th.
- **For practicum completed outside of these time frames:** The due date for deliverables will be determined by the faculty sponsor and the student.

**GRADES and EVALUATION**

After your activity is finished, you will provide a grade report (found on the website or at the Bittersweet) to **both the Practicum Supervisor and the Faculty Sponsor** to be completed and returned to the Course Coordinator by email or hard copy.

- The grade report from your Faculty Sponsor will be based on your final deliverables, your communication throughout your practicum, your general efforts and engagement throughout the process, and the degree of learning achieved during the practicum.
- Your Practicum Supervisor will submit a grade report based on the quality of your practicum work and their experience working with you.

The Course Coordinator will post your final grade, determined by an average of the grade reports from your Practicum Supervisor and Faculty Sponsor.