ENVS 202 D - SENIOR INTERNSHIP CAPSTONE
Proposal and Final Paper Guidelines

I. Description
The senior internship capstone option is intended for ENVS seniors who would like to apply their interdisciplinary environmental skills and knowledge in an organizational setting. The senior internship experience is developed by the student in collaboration with the sponsoring organization and with assistance from ENVS staff and faculty. The senior internship capstone is intended to be a challenging advanced level engagement, requiring skills and knowledge developed through a student’s concentration and related 200-level internship course. It should not be confused with ENVS 191, an introductory internship experience requiring relatively little background, or ENVS 291, a senior level less intensive non-capstone internship.

II. Requirements
Students choosing the senior internship capstone option are responsible for the equivalent of 9 credits of upper division ENVS work in addition to the ENVS Concentration. This includes:

- A 200-level environmentally relevant course in area of concentration to replace ENVS 201
- An in-depth senior internship capstone proposal
- Minimum of 200 hours of work with the sponsoring organization
- Final write-up documenting and evaluating internship experience
- Final evaluations from field site supervisor and ENVS evaluator
- Registration for 6 credits of ENVS 202 D (See guidelines for registration for these credits.)

III. Proposal Guidelines
The draft proposal should be reviewed by your ENVS evaluator for completeness and feasibility and the final proposal approved with a note in your advising file. The written proposal should include these elements:

1. Introduction (3+ pages)
   - present in brief the plan for the internship experience
   - list organizational and personal learning objectives
   - show links to your ENVS concentration and explain how this is a culminating capstone for your learning in the ENVS major at UVM

2. Background: Field of Study (6-8 pp)
   You should be versed in the terms of your field and ready to be engaged around key concepts as part of your field site experience. In this section you should draw on books, peer reviewed articles, popular materials, and web sources to write a cohesive overview of your internship field. (Please see Bailey Howe library guide for guidance http://researchguides.uvm.edu/envs201). You should aim to include material on these themes:
   - general overview of relevant environmental field for your internship (1 p)
   - several important concepts or theories related to your work (2-3 pp)
   - (e.g. for working with an organization in environmental planning, you might discuss smart growth, complete streets, economic development, climate action)
   - current trends relevant to your internship that are driving the field forward (2-3 pp)
   - key writers, thinkers, leaders in your field (1-2 pp)

3. Sponsoring organization background information (3-5 pages, paraphrase from web or interviews)
   - location, history, purpose or mission
   - main programs
   - structure, staffing, budget

4. Methods (3-4 pages)
   - Specific details on tasks, skills, projects to be accomplished as developed with field site supervisor (even if these may change later)
   - Projected calendar of days/weeks and work hours to meet required hours and final deadlines

5. Bibliography (10-15 literature and web sources)
6. Appendix
   o Agreement letter or email from sponsoring organization and supervisor

**Due dates for Proposal**
- For spring internships — draft proposal is due Nov 10<sup>th</sup> and final is due Dec 5<sup>th</sup>.
- For summer or fall internship — draft proposal is due April 1<sup>st</sup> and final is due May 1<sup>st</sup>

**IV. Final Paper Guidelines**
To gain credit for your senior internship capstone experience, you need to complete a final write-up of your experience, reviewing what actually happened and evaluating the internship for how it met your learning goals or challenged you in new ways. Your final paper should include the sections listed below, and can be illustrated with site photos if you like. You should prepare a complete draft version of your write-up by the appropriate due date below for your ENVS evaluator to review. The final bound document should be delivered by the final due date to (a) your site advisor, (b) your ENVS evaluator, and (c) the Bittersweet for archival purposes. The Environmental Program can cover the costs of copying the final paper; please see our Administrative Assistant Jaclyn Devino for assistance on how to do this.

**Sections of paper:**
1. Cover – title of paper, your name, date, evaluators
2. Table of Contents
3. Introduction (revised from proposal as needed, putting everything in past tense)
4. Background: Field of Study (“”)
5. Sponsoring organization (“”)
6. Methods – revise to report what actually happened, provide documentation of hours worked
7. Results – new section with these three parts:
   (a) Contribution to Organization (2-3 pages)
      This is a review of your role and contribution with the sponsoring organization, i.e. who you worked with and what you accomplished and how it was supportive of the organization’s goals.
   (b) Personal Reflection (3-4 pages)
      Spend some time reflecting on how your learning objectives were or were not met and what else you learned in addition. Discuss how this experience served as an interdisciplinary capstone for your major. How did your insights and learning challenge or fit with the theories in your field?
   (c) Conflicts and Challenges (3-4 pages)
      Where were you tested and how did you respond to difficult situations within the organization or your personal experience? Choose 2-3 ethical or human relations challenges that pushed you to think in new or different ways and explain how you worked through these job challenges and how what you learned will be helpful in future work situations.
8. Conclusion (1 page) – wrap up the paper with your key reflections
9. Bibliography (revised from proposal as needed if it has expanded or if the field of study has changed
10. Appendices
    ✓ Agreement letter or email from sponsoring organization and supervisor
    ✓ Any written products or visual media you produced or helped to produce – press releases, ppt programs, videos, newspaper articles, surveys, etc.
    ✓ Additional materials from field site – brochures, letters, program flyers, etc.

**Due dates**
Final paper
- For spring internship and May graduation — draft is due April 1<sup>st</sup>, final is due May 1<sup>st</sup>
- For summer or fall internship and Dec. graduation — draft is due Nov. 1<sup>st</sup>, final is due Dec. 1<sup>st</sup>

**Grading**
- Your field activities will be evaluated by your field supervisor using the Internship Evaluation form.
- Your write-up will be evaluated by your ENVS supervisor.
- Your final grade will be determined by your ENVS advisor based on the write-up, field activities documented in it, and field supervisor’s evaluation.

*Updated September 2017*