

# Rubenstein School Internship Program

## HOW DO I EARN CREDIT FOR AN INTERNSHIP/RESEARCH EXPERIENCE?

**INTERNSHIP/RESEARCH CREDIT MUST BE ARRANGED PRIOR TO THE START OF THE EXPERIENCE.** Please start your internship searching and planning early – this process takes time! Here are the steps you need to take:

### PRIOR TO START OF INTERNSHIP/RESEARCH EXPERIENCE

**Step 1. Identify and apply for internship/research experience**

**Step 2. Meet with Rubenstein School Internship Advisor Ryan Buckley to discuss process & logistics of earning credit**

a. Meet with Ryan Buckley to discuss the process logistics. Ryan's office is Aiken 219 and you can sign up for an appointment by stopping by or signing up on [Navigate](#). Ryan can help you search for internships/research experiences and is responsible for overall administration of internship credit in the Rubenstein School. He assists students in the completion of Learning Plans and assures that deliverables and grades are properly submitted. Additionally, Ryan will receive grade reports from your Internship Faculty Sponsor and evaluations from your Internship Supervisor. Internship credit in the Rubenstein School is through the following courses:

- i. For semester based experiences and academic work completed that semester:  
ENSC 195, FOR 190, NR 190, WFB 191 (internship)  
ENSC 196, FOR 291, NR 190, WFB 287 (research)
- ii. For summer internship and research experiences, there are two options for earning credit.
  1. **Option 1:** Pursue 1 credit of SINT 190/NR 190 which is a reduced cost (\$110). The SINT 190/NR 190 credit does not count towards your major or credit totals. If you want credit to count towards your major/credit totals you would also need to pursue independent study credit (NR 192) in the Fall semester (as part of your full time tuition). All of the academic deliverables and work associated with this NR 192 credit are to be completed in the fall semester, under the guidance of your faculty sponsor.
  2. **Option 2:** Pursue full cost summer credit(s) for your internship that may count towards your degree/major. Here are the [summer tuition costs](#). If you choose this option, once you submit your completed Experiential Learning Plan, you'll receive an override for the credits. You would be charged for them once you register.
- iii. If you are a Parks, Recreation & Tourism major, you should connect with your academic advisor to start the internship credit (PRT 191) process.

**Step 4. Be offered the internship or research experience!**

**Step 5. Identify your Internship/Research Supervisor**

- a. The Internship/Research Supervisor directly oversees your work on site. You will ask your Internship/Research Supervisor to provide a description of your training and supervision prior to the start of your internship. This is part of your Experiential Learning Plan. The Internship/Research Supervisor will be asked to complete an evaluation based on the work completed during the internship. If you are doing an internship/research with a full-time Rubenstein faculty member they may serve as both your Internship Supervisor and your Faculty Sponsor.

**Step 6. Identify your Internship/Research Faculty Sponsor**

- a. The Internship Faculty Sponsor assists you with identifying your learning objectives and determining the required academic deliverables.
- b. IF EARNING 1-2 CREDITS – A Rubenstein Internship Advisor will serve as your Faculty Sponsor.
- c. IF EARNING 3+ CREDITS - A Rubenstein School faculty member needs to serve as your Faculty Sponsor and work with you to define your Substantive Academic Project. CAS & CALS ENSC students should ask their Academic Advisor or a faculty member in their college to serve as their Faculty Sponsor. This person must be a full-time Rubenstein School faculty member. You are encouraged to choose a Faculty Sponsor who is knowledgeable of the focus area of the internship. Your Faculty Sponsor will be responsible for grading your Substantive Academic Project. All other deliverables will be graded by a Rubenstein Internship Advisor. If you are doing an internship/research with a full-time Rubenstein faculty member they may serve as both your Internship Supervisor and your Faculty Sponsor.

**Step 7. Draft position responsibilities, training & supervision and learning objectives in Learning Plan**

- a. Position Responsibilities
  - What will you actually be doing in your internship/research? On a day to day basis? Over the length of your experience? What projects will you be responsible for?
- b. Training & Supervision
  - What training will you receive? What will your supervision look like?
  - If you are unsure of this information, please ask your internship/research supervisor.
- c. Learning Objectives (3-5 objectives)
  - What knowledge will you acquire during this experience?
  - At the conclusion of this experience, what will you have accomplished, contributed to, etc.?
  - What new skills do you hope to master as a result of this experience?
  - Your objectives should be **SMART** (Specific, Measurable, Attainable, Realistic, Timely)
- d. Indicate the number of credits to be earned and associated academic deliverables to be submitted.

**Step 8. Meet with your Internship Supervisor**

- a. Discuss your drafted Position Responsibilities, Training & Supervision and Learning Objectives
- b. Make any edits and then finalize Position Responsibilities in your Experiential Learning Plan

**Step 9. Meet with your Internship/Research Faculty Sponsor**

- a. Discuss your drafted Learning Objectives, Position Responsibilities and Training & Supervision
- b. Make any edits and then finalize Learning Objectives in your Experiential Learning Plan

**Step 10. Submit Experiential Learning Plan**

- a. Upon submission of your Experiential Learning Plan, an email including the details of your Plan will be sent to your Internship/research site supervisor and your faculty sponsor.

## **AT END OF INTERNSHIP**

**Step 1. Be sure that your Internship Supervisor completes their evaluation**

**Step 2. Complete your internship evaluation**

**Step 3. Submit deliverables through Blackboard by last day of classes in the semester in which credit is being earned**

## **CREDIT POLICY**

INTERNSHIP CREDIT MUST BE ARRANGED PRIOR TO THE START OF THE INTERNSHIP. Credit will not be administered for Internship work completed without a prior signed Learning Plan 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 must communicate with your Academic Advisor or Major Program Chair to determine if/how internship credits can fulfill a major/concentration requirement.

## ACADEMIC DELIVERABLES

At the conclusion of your Internship/Research Experience, you are required to submit deliverables based on the amount of credit in which you are enrolled. Once completed, deliverables should be submitted to the Blackboard site of the internship course for which you're registered. See below for outlined deliverables.

### 1 credit (45 hours)

<b>Deliverables</b>
2 pg reflection on internship/research experience <ul style="list-style-type: none"> <li>• 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? Tips for future interns?</li> <li>• Attach at least one photo</li> <li>• This reflection may be published on the Rubenstein School website and possibly in the Rubenstein School Newsletter</li> </ul>
1 pg reflection after conducting 1 informational interview with a professional at/connected to your internship/research site. Informational interviews are opportunities for you to converse with people doing work that you're interested in. These conversations can be very useful as you think about possible jobs and career paths you might want to explore. Here are some questions you might consider asking: <ul style="list-style-type: none"> <li>• Tell me about your career path - how did this type of work interest you and how did you get started?</li> <li>• What were your first few jobs after you graduated from college?</li> <li>• What are the duties/responsibilities in your job? What does a typical day or week look like for you?</li> </ul>
1 pg reflection on equity, diversity, and/or social justice as it relates to your internship/research – the organization/company/agency you worked with, the population(s) you worked with, the impact of your work, observations, etc
Create a visual presentation of your internship/research, such as: <ul style="list-style-type: none"> <li>• 1-2 minute video <b>or</b></li> <li>• Multiple high quality PowerPoint slides (including a description of your internship as well as 1-3 photos) highlighting work completed</li> </ul>
Presentation of your visual (video or PowerPoint) in one of the following venues: <ul style="list-style-type: none"> <li>• A class within your major</li> <li>• Student clubs such as the Wildlife &amp; Fisheries Society, Forestry Club, VSTEP, etc.</li> <li>• Rubenstein School Internship Panel – organized by the Stewards (Fall &amp; Spring)</li> <li>• Rubenstein Summer Internship Slam (early September)</li> <li>• Another setting agreed upon in consultation with a Rubenstein Internship Advisor or Internship/Research Faculty Sponsor</li> </ul>
Submit your most up to date resume including an entry outlining/describing your internship/research. Sign up for a <a href="http://www.UVMConnect.org">UVMConnect</a> (www.UVMConnect.org) account – this is an online network of UVM students, graduates, faculty & staff.

Note\* The number of interviews and length of reflection is determined by number of credits you're earning:

- 1 credit = 1 interview + 1 pg reflection
- 2 credits = 2 interviews + 2 pg reflection
- 3 or more credits = 3 interviews + 3 pg reflection

### 2 credits (90 hours)

<b>Deliverables</b>
Complete all assignments articulated for 1 credit
2 pg reflection after conducting 2 informational interviews with professionals at/connected to your internship/research site

### 3 credits (135 hours)

<b>Deliverables</b>
Complete all assignments articulated for 1 credit
3 pg reflection after conducting 3 informational interviews with professionals at/connected to your internship/research site
8-10 pg research paper/substantive project – topic TBD by the mid-way point of internship/research

#### 4 credits (180 hours)

<b>Deliverables</b>
Complete all assignments articulated for 1 credit
3 pg reflection after conducting 3 informational interviews with professionals at/connected to your internship/research site
10-12 pg research paper/substantive project - topic TBD by the mid-way point of internship/research

#### 5 credits (225 hours)

<b>Deliverables</b>
Complete all assignments articulated for 1 credit
3 pg reflection after conducting 3 informational interviews with professionals at/connected to your internship/research site
12-15 pg research paper/substantive project – topic TBD by the mid-way point of internship/research

#### 6 credits (270 hours)

<b>Deliverables</b>
Complete all assignments articulated for 1 credit
3 pg reflection after conducting 3 informational interviews with professionals at/connected to your internship/research site
15-18 pg research paper/substantive project – topic TBD by the mid-way point of internship/research

### **IMPORTANT NOTES:**

- Due dates for completion of deliverables are in the last week of the semester in which the academic work is being completed and credit is being earned. Faculty sponsors may request to see drafts of research papers/projects prior to final due date.
- All written deliverables should use 11 or 12 point font, 1.5 line spacing and standard margins.
- Faculty Sponsors may request additional deliverables or suggest substitutions as they see fit.
- All deliverables should be submitted through Blackboard

### **RESEARCH PAPER GUIDELINES**

- You should consult your faculty sponsor for their guidelines/desired specifications.

### **SUBSTANTIVE PROJECT GUIDELINES**

- Meet with your faculty sponsor to determine the scope & scale of your substantive project
- Examples of past substantive projects:
  - 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**

- Your Internship/Research Faculty Sponsor will assess and grade your academic deliverables, your general efforts and engagement throughout the process, as well as the degree of learning achieved during your Internship.
- The evaluation from your Internship/Research Supervisor will be based on the quality of your work in the internship and their experience working with you.