

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 may take awhile! 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 Coordinator to discuss process & logistics of earning credit

- a. The Rubenstein School Internship Coordinator is Anna Smiles-Becker. Anna's office is Aiken 220G and you can sign up for an appointment by stopping by and signing up on the calendar just outside of Anna's office. Anna can help you search for internships/research experiences and is responsible for overall administration of internship credit in the Rubenstein School. She assists students in the completion of Learning Plans and assures that deliverables and grades are properly submitted. Additionally, Anna 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 192, NR 190, WFB 191 (internship)
ENSC 196, FOR 291, NR 190, WFB 287 (research)
- ii. For summer experiences, Independent Study credit will be completed during the subsequent fall semester:
ENSC 192, FOR 293, NR 192, WFB 192
- 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. This person must be a full-time Rubenstein School faculty member. (CAS & CALS students should work with your Faculty Advisor or Faculty in your college.) You are encouraged to choose a Faculty Sponsor who is knowledgeable of the focus area of the internship. Upon final review, the Faculty Sponsor will determine a grade based on your academic deliverables and quality of the work in your 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 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 me, your Internship/research site supervisor and your faculty sponsor.

AT END OF INTERNSHIP

Step 1. Be sure that your Internship Supervisor completes their evaluation (sent by Anna)

Step 2. Complete your internship evaluation (sent by Anna)

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.
- For summer based experiences, Independent Study work will be completed during subsequent fall semester under the guidance of your Faculty Sponsor.

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)

Deliverables
2 pg reflection on internship/research experience <ul style="list-style-type: none">• 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?• Attach at least one photo• This reflection maybe published on the Rubenstein School website and possibly in the Rubenstein School Newsletter
1 pg reflection after conducting 1 informational interview with a professional at/connected to your internship/research site
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 an visual presentation of your internship/research, such as: <ul style="list-style-type: none">• 1-2 minute video <u>or</u>• Multiple high quality PowerPoint slides (including a description of your internship as well as 1-3 photos) highlighting work completed
Presentation of your visual (video or PowerPoint) in one of the following venues: <ul style="list-style-type: none">• A class within your major• Student clubs such as the Wildlife & Fisheries Society, Forestry Club, VSTEP, etc.• Rubenstein School Internship Panel – organized by the Stewards (Fall & Spring)• Rubenstein Summer Internship Slam (early September)• Another setting agreed upon in consultation with Rubenstein Internship Coordinator or Internship/Research Faculty Sponsor
Submit your most up to date resume including an entry outlining/describing your internship/research. Sign up for a UVMConnect (www.UVMConnect.org) account – this is an online network of UVM students, graduates, faculty & staff.

2 credits (90 hours)

Deliverables
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)

Deliverables
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)

Deliverables
Complete all assignments articulated for 1 credit
4 pg reflection after conducting 4 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)

Deliverables
Complete all assignments articulated for 1 credit
5 pg reflection after conducting 5 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)

Deliverables
Complete all assignments articulated for 1 credit
6 pg reflection after conducting 6 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

Return completed Learning Plan to: Anna Smiles-Becker, Career Counselor & Internship Coordinator
Rubenstein School of Environment and Natural Resources, UVM
220G Aiken Center, Burlington, VT 05405
Ph: (802) 656-3002 Fax: (802) 656-8683
Anna.Smiles-Becker@uvm.edu

IMPORTANT NOTES:

- For semester based experiences and academic work completed that semester the possible course numbers are:
 - ENSC 195, FOR 192, NR 190, WFB 191 (Internship)
 - ENSC 196, FOR 291, NR 190, WFB 287 (Research)
- For summer based experiences, Independent Study work will be completed during the subsequent fall semester, the possible course numbers are: ENSC 192, FOR 293, NR 192, WFB 192
- The Internship/Research Faculty Sponsor should be a full time Rubenstein faculty member. CAS & CALS ENSC students should work with their Academic Advisors or Faculty in their colleges.
- 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 deliverable should use 11 or 12 pt 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 to both the faculty sponsor and Anna Smiles-Becker, Career Counselor & Internship Coordinator

RESEARCH PAPER GUIDELINES

- **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 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**

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.
- Anna will post your final grade.