



## Internship Capstone

### Guidelines and Support for Organization Supervisors

The senior internship capstone is intended for ENVS seniors who would like to apply their interdisciplinary environmental skills and knowledge in an organizational setting. The senior internship capstone is meant to be a challenging advanced level engagement, requiring skills and knowledge developed through a student's experiences. A well-planned internship can be a valuable asset to your organization. Successful internships result from a partnership of all parties in which communication is the key link. A capstone internship should give students opportunities to:

- Practice interdisciplinary thinking and problem-solving
- Critically assess the value of information in completion of tasks
- Apply and develop skills to approach practical problems or new situations
- Engage in meaningful work that serves tangible outcomes for an organization

### ORGANIZATION SUPERVISOR ROLE

The organization supervisor will work with the student to develop and supervise a challenging, meaningful internship opportunity that fulfills a need for the organization and provides an educational experience for the intern. More specifically, the Organization Supervisor will do the following:

#### Before the work of the internship begins:

- Work with the student to develop an internship proposal that includes an intended work plan, list of tasks, goals, timeline, and a number of learning goals that will challenge the student and lead to valuable service to the organization.
- Confirm that you agree to supervise and guide this student over the course of their internship.

#### During the internship:

- Accommodate a minimum of 200 hours of work that serves both the student and the organization.
- Provide supervision and guidance for the intern so they may put their knowledge and skills to work developing and applying skills and knowledge in their work.
- Maintain communication with the intern to ensure that the student's intended learning objectives and the tasks are being met.
- Adjust the goals and tasks of the internship when necessary to better meet the needs of the organization and the intern.

- Contact the Environmental Program Senior Capstone Internship Coordinator with any questions/concerns.

#### **After the internship ends:**

- Have an evaluation discussion with the intern and provide feedback on the intern's performance in relation to their tasks, goals, and learning objectives—what was accomplished, what could have been done better.
- Complete and submit an "Organization Supervisor Evaluation Form" that evaluates the student's overall contribution and development during the internship.

### **STUDENT'S RESPONSIBILITIES**

#### **To the Organization:**

- Minimum of 200 hours of work with the sponsoring organization
- Good communication with Organization Supervisor during internship to assure mutual understanding of expectations and steady progress toward internship tasks and goals.
- Fulfill tasks and responsibilities in a timely manner and to the best of their ability.
- Seek feedback from Organization Supervisor regarding performance.
- Provide the Organization Supervisor with all the necessary forms and paperwork: Supervisor Guidelines, Agreement Form, Evaluation Form
- Engage in a constructive evaluation discussion with the Organization Supervisor at the end of the internship to discuss their performance in relation to the internship tasks, goals and learning objectives—what was accomplished and what could have been done better.

#### **To the Environmental Program:**

- The equivalent of 6 credits of an advanced-level environmentally-related learning activity.
- An in-depth internship capstone proposal to be developed and approved in collaboration with the Organization Supervisor, with assistance from an ENVS faculty member prior to the start of the internship.
- Final paper documenting and evaluating the internship experience
- Evaluation discussion with organization supervisor at the end of the internship.
- Ensure that the final evaluation from organization supervisor gets to the Capstone Internship Coordinator.

### **INTERNSHIP COMPLETION AND EVALUATION**

The Organization Supervisor is responsible for evaluating the student's activities, contribution to the organization, and completion of internship requirements using the "Organization Supervisor Evaluation Form." The ENVS Faculty Supervisor will be responsible for evaluating the

student's final paper. The student will be responsible for making sure all forms get to the ENVS Capstone Internship Coordinator who will average the grades from the two supervisors.

Ultimately, a positive internship experience between one of our students and your organization can help foster a mutually-beneficial long-term relationship between the Environmental Program and your organization. You will have an extra set of hands to complete challenging tasks, while our student will have the opportunity to have a rewarding experience to complete their degree in Environmental Studies. We are here to help make this happen.

### **QUESTIONS / CONCERNS**

Before, during or after the internship, please feel free to contact our office 802-656-4055, [envs@uvm.edu](mailto:envs@uvm.edu).