



Internship Capstone 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 document should be delivered electronically by the final due date to your site advisor, and your ENVS evaluator.

Sections of paper:

1. Cover - title of paper, your name, date, evaluators
2. Table of Contents
3. Introduction (3+ pages)
 - a) present in brief the plan for the internship experience
 - b) list organizational and personal learning objectives
 - c) show links to your ENVS concentration and explain how this is a culminating capstone for your learning in the ENVS major at UVM
4. 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 Howe Library guide for guidance <http://researchguides.uvm.edu/envs201>).

You should aim to include material on these themes:

 - d) general overview of relevant environmental field for your internship (1p)
 - e) several important concepts or theories related to your work (2-3 pp)
 - f) (e.g. for working with an organization in environmental planning, you might discuss smart growth, complete streets, economic development, climate action)
 - g) current trends relevant to your internship that are driving the field forward (2-3 pp)
 - h) key writers, thinkers, leaders in your field (1-2 pp)
5. Sponsoring organization background information (3-5 pages, paraphrase from web or interviews)
 - i) location, history, purpose or mission
 - j) main programs
 - k) structure, staffing, budget

6. Methods -
 - l) Specific details on tasks, skills, and/or projects accomplished as developed with field site supervisor
 - m) Calendar of days/weeks and work hours to meet required hours and final deadlines
7. Results -
 - 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. Explain how you worked through these challenges and how what you learned will help in future work situations.
8. Conclusion (1 page) - wrap up the paper with your key reflections
9. Bibliography
10. Appendices
 - a. Any written products or visual media you produced or helped to produce - press releases, ppt programs, videos, newspaper articles, surveys, etc.
 - b. Additional materials from field site - brochures, letters, program flyers, etc.