

—CSB/SJU Environmental Studies— Internship Requirements and Guidelines

All Environmental Studies majors are required to successfully complete at least one credit of ENVR 397: Internship.

General Requirements for Environmental Studies Internships

- Internships must be at least one credit, which is graded S/U.
 - Interns must have a site supervisor (mentor) at the sponsoring organization.
 - *This person assists the intern in developing learning goals, provides evaluations, etc.*
 - Interns must have a faculty moderator from the ES department;
 - *This person assists the intern in developing learning goals, provides evaluations, and interacts with the internship site from a departmental perspective.*
 - The intern must keep a weekly journal to be submitted to the faculty moderator throughout the internship by email or postal mail.
 - The intern must complete a final reflection paper of 4-5 pages before the grade and credit are approved.
 - Interns will also submit an online form with details about the internship experience for departmental use. <https://www.csbsju.edu/forms/PDDA8VXAY9>
 - All internships must be approved by the ES Department Chair and formally registered through the Internship Office *before* the placement begins.
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Registering Your Internship with the Internship Office

<https://www.csbsju.edu/xpd/students/experience-based-programs/internship-program/students/registering-for-internship-credit>

- Plan ahead! *CREDIT CANNOT BE EARNED FOR WORK ALREADY BEGUN OR COMPLETED.*
- Choose your faculty moderator.
- Determine the number of internship credits you want to earn. Refer to the credit guidelines at the link above for assistance
- Make an appointment with the Internship Office staff by phoning 320.363.5300
 - *Discuss registration process, forms, reports, and evaluations required for participation in the program.*
- Meet with your internship site supervisor to learn as much as you can about the work you will be doing. Ask for a job description.
- Register for internship credits
 - *Download and complete the Registration for Internship-Learning Contract.*
 - *Visit the Internship Program website for suggestions on how to write goals, tasks, and strategies.*
- Review your Learning Contract with your faculty moderator.
 - *Email your Learning Contract to your faculty moderator ahead of your appointment.*
 - *Your Learning Contract must be signed by you, your faculty moderator, the department chair, your site supervisor, and the internship coordinator.*
- Off-campus internships are required to complete the Internship Program Host Agreement (page 3 of the Learning Contract).
- For a fall or spring internship, enter DNA-397-01A and the current Call Number through Banner when you register for classes.
 - *You will not be officially registered for your internship until you complete and submit your Registration for Internship-Learning Contract.*
- View a MANDATORY *Legal and Professional Issues Session Online* before you plan to intern.
- Submit your completed and signed Learning Contract by the last class day of the semester prior to your internship.

—CSB/SJU Environmental Studies— Internship FAQ

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Frequently Asked Questions

When should I do an internship?

Most students complete their internships in the summer following the junior year or during the senior year. The ES department believes it is best to wait until after the spring semester of the junior year so the intern has a substantial body of skills and knowledge to draw on during the placement.

According to the CSB/SJU general requirements, students may not enroll in credit-bearing internships until they have completed a minimum of 58 credits toward graduation.

What kinds of internships are there for Environmental Studies?

The department simply requires that the internship be somehow related to environmental or sustainability issues. Students have interned on farms, in factories, with government, in private business, with advocacy organizations, and in many capacities on our campuses. If you have questions about a particular field, speak with your faculty adviser.

How do I find an internship?

Each student is responsible for finding his/her own placement. The ES department posts many internship opportunities throughout the year. The listings maintained by the Internship Office are another place to start, but most interns find their placements by contacting agencies, companies, or organizations that they are interested in working with directly. Internships need not be posted or advertised; in fact many of our majors create their own opportunities by contacting an organization that has never hosted an intern previously.

Is the internship paid?

It can be, if the host organization has funding available. Most internships are unpaid. It is important to distinguish between a *job* and an *internship*. Internships will require learning goals and mentoring which sometimes *can* be added to a job if your employer is willing and the placement suitable.

How long should my internship be?

The minimum for 1 credit is 80 hours on site and 4 weeks. That can be spread over a summer, or completed in a shorter period of time as necessary.

Do I have to take the internship for credit?

YES. All Environmental Studies majors are required to complete at least one credit of ENVR 397: Internship to graduate.

Can I get credit for an internship after it was completed?

NO. You may not receive credit for any internship experience that occurs prior to registration for credit at CSB/SJU.

How do I register for the internship?

See the Internship Office web page for details, and review the guidelines listed on page one of this document. <https://www.csbsju.edu/xpd/students/experience-based-programs/internship-program/students/registering-for-internship-credit>

As always, consult your ES adviser or the department chair with any additional questions.
