

INTERNSHIP (GEOL 1900)

OVERVIEW

Environmental Studies students in the Department of Geology and Environmental Science at the University of Pittsburgh are required to have at least one internship (GEOL 1900). The internship experience is intended to help students integrate knowledge derived from course work/academic studies with skills gained from real-world work settings and professional development. This experience can be with a company, organization, researcher, institution, or advocacy group which (who) is 'environmentally-focused'. The internship experience should allow students to develop their professional skills, gain practical/hands-on experience, start building a professional network, and assess potential career directions.

INTERNSHIP ELIGIBILITY

Internship eligibility is reviewed on a case by case basis; however, the general criteria are as follows:

- 1) at least 160 hours to earn three credits
- 2) office-based or field-based
- 3) direct and daily supervision and guidance (must report to a supervisor)
- 4) regular access to the supervisor (meet with supervisor at least weekly)
- 5) meaningful projects (i.e., the "making copies/making coffee" duty is kept to a minimum)
- 6) a professional, established working environment with a strong learning component (virtual/work from home internships are not eligible).

INTERNSHIP REQUIREMENTS

To receive a passing grade (S), all the requirements must be completed. If requirements are not received, a non-passing grade (NS) will be assigned. All paperwork and written reports should be submitted to the Internship Faculty Advisor.

Summary of Requirements

- 1) Determine semester to receive academic credit for internship & meet with the Internship Faculty Advisor
- 2) Identify your internship and supervisor
- 3) Submit Internship Description paper
- 4) Submit completed and signed Learning Agreement form
- 5) Submit completed and signed Internship Timesheet
- 6) Submit completed and signed Intern Evaluation form
- 7) Submit updated resume
- 8) Submit final report

Details of Requirements

- **Determine semester to receive academic credit for internship & meet with the Internship Faculty Advisor.** Ideally, you should determine in advance which semester you would like to do your internship/receive academic credit for the internship. Additionally, it is your responsibility to meet with the Internship Faculty Advisor at least once the semester prior to which you would like to complete your internship and at least once the semester (beginning of semester) that academic credits are being received for the internship.
- **Identify your internship and supervisor.** It is your responsibility to identify and secure an internship opportunity. You should choose an internship that is related to your career (and/or graduate school) interests and that will allow you to apply knowledge and skills gained in your coursework. Your internship needs to involve professional-level skills and experiences in environmentally-focused fields.

Visit XXXX for current internship announcements and other ideas for locating an internship. You can also meet with the Internship Faculty Advisor to discuss internship ideas.

Note: If possible, the Internship Faculty Advisor will meet with you and your supervisor during the period of the internship (site visit).

- **Internship Description Paper.** You must submit your Internship Description paper to the Internship Faculty Advisor prior to registering for internship academic credits. *Ideally, you should submit your description by the end of the semester prior to the start of your internship.*

You should develop this with your internship supervisor. This document should be no more than 3 pages in length, double-spaced, have 1 inch margins and 12 pt. font, concise, coherent, and well-edited. Your report must be in your own words. *Do not cut and paste information from the organization's website or an internship position description.*

Format:

- Title: Title of paper, title of Internship, organization, location, your name and semester.
- Position Description. Provide a detailed description of your internship.
 - **Goals.** What are the mission and goals of the organization? How does your internship fit within those goals (this is, why would they like an intern)? Finally, what are your general goals in pursuing this internship (that is, why are you interested in this internship)?
 - **Your Learning Objectives.** These should be stated in the format: "By the end of this internship, I will be able to: A, B, C..."
 - **Work Plan.** This should describe in detail your tentative tasks/responsibilities.
 - **Academic Reflection.** Describe how this internship experience relates to and will enhance your program of study.
 - **Internship Site's Roles and Responsibilities.** What is your supervisor's expectations of you as an intern and vice versa? How often will your supervisor meet with you to provide oversight and assistance? Will your supervisor review your work and comment at certain stages of your project? *Note: Be sure to talk about and clearly articulate everyone's roles and expectations.*

- **Learning Agreement Form.** You will need to complete the Learning Agreement form. This form should be completed and signed by you and your supervisor as soon as possible, and returned to the Internship Faculty Advisor. This 2-page form serves as a professional agreement between you and organization where you are doing your internship. Additionally, it is a professional agreement between you and the University of Pittsburgh's Dept. of Geology and Environmental Science Environmental Studies Program.
- **Internship Timesheet.** This form is to be completed, signed by you and your supervisor, and returned to the Internship Faculty Advisor.
- **Intern Evaluation Form.** This form is to be completed by your supervisor at the end of your internship and returned to the Internship Faculty Advisor.
- **Updated Resume.** Any time you gain new experience, you should update your resume. At the end of your internship, submit an updated version of your resume that includes your internship as an entry. Depending on your resume format, this experience can be listed as "Work Experience," "Related Experience," or "Other Experience." Include at least 3 action-oriented bullet statements summarizing your Internship responsibilities and accomplishments.

Example:

Environmental Educator, XXX Environmental Center, Location Jun–Sept [Year]

- Directed 15 interpretive walks for groups of 10-12 elementary school children
 - Applied inquiry-based methods to teach children about how plants and animals depend on the environment
 - Effectively communicated with XXX staff members, teachers and volunteers
- **Final Report.** This report should provide a thoughtful reflection of your internship experience. It should contain four components: educational (what you learned), experiential/experimental (what you did; what you explored or investigated), logistical (how you accomplished what you accomplished, including obstacles, successes and failures), and fun (no comment). Your report should be approximately 2,500 words in length, in narrative form (not bullets), double-spaced, have 1 inch margins and 12 pt. font, well-edited, and should contain the following elements:
 - Cover page. Title of report, title of Internship, organization, location, your name and semester.
 - Abstract. Approximately 100 words summarizing the work done for your internship
 - Outcomes. This should include:
 - A concise summary of your key accomplishments. How did your work further the mission of the organization? It is appropriate to include a larger history of the project and what role your work played. *Abstracts or publications regarding the work or any other deliverables can be included as an attachment.*
 - Reflections on the goals and learning objectives you set in your internship description. Did you meet your goals? If so, how? If not, why not? What surprised you?
 - Personal and Professional Development. What you learned about yourself personally and professionally? What technical skills and knowledge; especially, transferable skills and knowledge (can be used in the future – career, grad school) did you gain?

- Academic Reflection. Evaluate how your experience was related to specific concepts and knowledge you have acquired in your academic career to this point. If possible, use detailed examples to demonstrate. How did your internship experience enhanced your understanding of Environmental Studies? (If it didn't, please explain). ***In addition***, reflect upon your semester and identify and elaborate upon at least one moment during this semester where the knowledge, experience or perspectives gained during your internship was beneficial in decision-making, providing guidance for someone else's decision or providing a perspective that was different from your peers.
- Would you recommend this place to future interns? Explain your answer.

****Please let the Internship Faculty Advisor know if you are having problems with your internship responsibilities or supervisor. We are here to support you: we can help brainstorm solutions or otherwise assist you. ****

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