Texas A&M University-Corpus Christi

ESCI 4498: Internship in Environmental Science

Internship Packet

This packet contains information and forms needed to obtain authorization to register for this course. Submit fully approved signed contract to the Department of Physical and Environmental Sciences, NRC 3500. The department administrative assistant will create the course and provide student with call number so the student may finalize registration either via SAIL or in person during late registration through the Office of the Registrar. See Registrar’s Printed Class schedule for all deadline dates: http://banner.tamucc.edu/schedule/.

September 2014
ESCI 4498: Internship in Environmental Science

Overview
ESCI 4498 (Internship in Environmental Science) gives ESCI undergraduates an opportunity to obtain valuable paid or unpaid work experience related to environmental science, to better position them for employment after graduation. Students contract to work a specified number of hours weekly over a full semester with a state or federal agency or private industry related to environmental science, in return for college credit as follows: 3-6 hrs./week = 1 sem. hr., 6-9 hrs./week = 2 sem. hrs., 9-12 hrs./week = 3 sem. hrs., 12-15 hrs./week = 4 sem. hrs. You may contract for no more than 2 sem. hrs. if performing the work in a single summer session (5.5 weeks) and for up to 4 sem. hrs. if performing the internship over a regular long semester or two summer sessions (11 weeks). If interning for the summer, you should increase the number of hours interned weekly to account for the shortened period worked, so the total hours interned is equivalent to those given above for a regular long semester. You may intern only twice with a single office or agency. The internships will not apply towards graduate credit.

Locating an Internship Position
You may approach the heads of local offices of state or federal agencies, local private environmental firms, apply through state programs such as the Mickey Leland Internship, or other formal internship program such as those of the EPA or the Bureau of Land Management.

Identify internship opportunities which will enhance your experience in your area of interest: habitat restoration, management of public parks, environmental consulting, wildlife rehabilitation, etc.

Make an appointment. Research in advance the functions and duties of that office. Bring a resume. Come prepared to explain the terms of the internship including length of service, expectations, and obligations of the intern and supervisor in the internship. Ask questions.

To many agencies, “internship” implies a paid position for which the agency has already allocated money in its budget, and for which there is formal application/screening process. Be prepared to explain to the agency head that you are willing to volunteer your time, if no paid position is available.

Student Responsibility
The student takes the initiative in arranging his or her own internship. The student must:

- Obtain an Internship Packet in Dept. Physical and Environmental Sciences (PENS) office, NRC 3500, or from faculty adviser;
- Make initial contact with a potential internship office;
- Explain intern program to personnel at site;
- Help supervising professional in that site identify objectives (what will student learn) unique to the planned internship;
- Complete customized Internship Contract and obtain signature of supervising professor and PENS department chair. If student is interning out of country, the student must clear Travel through Study Abroad, CCH 126.
- Present completed forms to PENS administrative assistant who then creates course section and provides student with call number, and scans and emails a copy of the contract to the professor. Student then registers for course via SAIL or in person if late registration by deadline.
- Maintain an Internship Log (see next section) which includes a listing of days/hours worked and activities undertaken, and also your personal reflections on your duties such as their impact or effectiveness, effectiveness of the processes you are observing taking place within the office or agency, etc.. Submit this log to the professor by the last class day of the term (email is encouraged). The log should demonstrate your personal growth in the internship and helps form a basis for the final grade.
- Meet with supervising professional at mid-semester and complete a Mid-term Internship Evaluation; submit this mid-semester to your professor (email is encouraged).
- Give your supervising professional a Final Internship Evaluation Form to complete and return to the professor before the last class day of the term (email is encouraged).
- The Midterm Evaluation, Internship Log, and Final Evaluation may be submitted electronically via email to the Professor. Failure to submit these documents on time may result in a lowering of your letter grade and/or grade of F for the course.
**Internship Log**

Students must maintain an internship log which documents hours worked, activities, and reflections about the activities or the internship in general. The log documents your regular efforts in the internship, the tasks to which you are assigned, and reflections which evidence your personal growth in the internship position. For example, they may demonstrate you gained a better appreciation of the duties and role of the office in general, or the ease of doing certain tasks. Submission of an incomplete or poorly prepared log may result in a lower course grade than was recommended by the supervising professional. Failure to submit a log at all may result in a grade of F for the course, for you have not documented that you performed any work at all for the internship.

**Supervising Professor Responsibility**

Faculty members associated with the Environmental Science undergraduate program are appropriate to supervise a particular internship. Supervising faculty:

- Help student identify appropriate intern sites;
- Sign Internship Contract;
- Maintain on file original copies of documents pertaining to the internship;
- Meet with student at mid-semester if needed to review Mid-Semester Internship Evaluation form and help student quickly change internship sites if necessary;
- Evaluate Internship Log and Final Internship Evaluation Form; contact supervising professional if needed for further evaluation of student's performance;
- Assign course grade.

**Documents and Registration Procedure**

This Internship Packet contains copies of all needed documents. A student must show a completed Internship Contract to the PENS Department office by registration deadlines to have the course created. It is the student's responsibility to finalize registration via SAIL or in person if late registration by appropriate deadlines located in the printed class schedule via the Registrars' Office site: [http://registrar.tamucc.edu/printable_schedules.html](http://registrar.tamucc.edu/printable_schedules.html)

Once the internship contract is fully signed, take it to the PENS Administrative Assistant in NRC 3500, who will scan the contract and email a copy to the professor of record, and create a course section, then give the 5-digit course number to the student. The student then registers him or herself into that section.
Texas A&M University-Corpus Christi  
ESCI 4498: Internship in Environmental Science  
Study Contract

SEMESTER:____________ YEAR:_________  SEM.HRS. CREDIT:__________
STUDENT A#:  _________________
STUDENT:__________________________________________  PHONE:_________________
STREET ADDRESS:___________________________________ APT. #: ____
CITY/STATE:________________________ ZIP:________________
EMAIL: __________________________________________________________

SUPERVISING PROFESSIONAL*:________________________   PHONE:_____________
AGENCY/COMPANY:________________________________________
STREET ADDRESS:____________________________________________
CITY/STATE:__________________________   ZIP:_____________
EMAIL: __________________________________________________________

SUPERVISING PROFESSOR*:_________________________  PHONE:___________________
STREET ADDRESS:  Texas A&M University-Corpus Christi,  6300 Ocean Drive
CITY/STATE:  Corpus Christi, TX     ZIP:   78412
EMAIL: __________________________________________________________

**Note:  The Supervising Professional cannot also serve as Supervising Professor.

DESCRIPTION OF INTERNSHIP:
This course involves the student in a paying or non-paying environmental position at (company or agency name)_________________________________________. The student will work an average of ________ hours per week for that organization. The course is intended to offer the opportunity for an applied learning experience and for career development in the area of environmental science.

*If planning to internship out of country, you are required to meet with the Office of International Education, Study Abroad Programs Resource Center located in Corpus Christi Hall 126. Call 261-825-2789 for more information.

OBJECTIVES OF THE STUDY:
Objectives are to learn useful skills, techniques, and knowledge applicable to a career in environmental science, including, insofar as possible (To student: List specific tasks or procedures you hope to learn):

1.
2.
3.
4.
METHOD OF EVALUATION:
The student, supervising professional, and supervising professor will have several formal occasions to evaluate the internship throughout the semester, as follows:

(1) Internship Log. The student will keep a Log of the internship, to include hours worked, duties performed, and reflections or comments on the difficulty of the task, its value to the office, or the impact the task has on the purpose of the office, etc. The purpose of this log is to document the student's internship activities, and demonstrate student growth and maturation in skills throughout the semester. The student will submit the Log to the supervising professor by the last class day of the term (email submission is encouraged).

(2) Mid-Term Meeting and Student Evaluation of Internship. At mid-term, the student will meet with the supervising professional to review the internship thus far. The student will then evaluate the internship by written means via a Midterm Internship Evaluation Form and will submit this evaluation to the supervising professor (email submission is encouraged). If any of the persons involved in the internship are dissatisfied with the arrangement, a new internship may be arranged for the student. The purpose of this mid-semester evaluation is to ensure that the internship is fulfilling its purpose and to allow a formal opportunity for redress.

(3) Supervising Professional's Final Evaluation. At the end of the semester, the student will meet again with the supervising professional to review the student's performance in the internship. At this time, the supervising professional will complete a Final Evaluation Form evaluating the student's work and suggest a course grade. This final evaluation provides the supervising with a basis to establish the final course grade. The student or supervising professional will email or otherwise return the form to the professor, by the last class day of the term or other date as established in consultation with the professor.

Students involved in internships are expected to demonstrate initiative and professionalism in ensuring the required documentation is submitted to the supervising professor by the required deadlines.

The course grade will be based on the student's performance in the internship, including skills learned, quality of work, and initiative demonstrated, and documentation submitted. Failure to submit the required documents on time may result in a lowering of the letter grade and/or an assignment of a grade of F for the course. The professor is responsible for the student's final grade in the course.

We have read the above description and conditions of the internship and agree to fulfill its requirements.

STUDENT: _______________________________ DATE: _______________________________

(Signature)

PROFESSOR: _______________________________ DATE: _______________________________

(Signature)

APPROVAL BY DEPT. CHAIR: _______________________________ DATE: _______________________________

(Signature)

(Student: Take completed Internship Contract to NRC 3500 for authorization for course. It is student responsibility to register via SAIL or in-person if late registration by appropriate deadlines. See university class schedule online for deadline dates: http://registrar.tamucc.edu/printable_schedules.html)
TO THE STUDENT:  As noted in your Internship Study Contract, you agreed to meet with your supervising professional at this time to review your internship, and to evaluate yourself via this form. Please complete the following questions thoughtfully. They will help you and your supervising professor to review the internship program and your performance. Return this to your supervising professor by the middle of the semester (OK to email it to him/her, or to mail it c/o TAMU-CC, 6300 Ocean Dr., Corpus Christi, Texas 78412).

1.) What have you learned (knowledge or skills) in your internship this semester that you did not know before?

2.) What other specific skills or knowledge would you have liked to learn? Could you learn these in your present internship or does there seem to be no opportunity?

3.) Are you satisfied or dissatisfied with this internship? Explain.
TO THE SUPERVISING PROFESSIONAL:  You have supervised this student in an intern position. Your cooperation in evaluating his/her ability and performance is appreciated.

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Above average</th>
<th>Average</th>
<th>Below average</th>
<th>Not observed</th>
</tr>
</thead>
<tbody>
<tr>
<td>INITIATIVE:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADAPTABILITY:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COOPERATION:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ORAL EXPRESSION:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WRITTEN EXPRESSION:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>POISE:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>APPEARANCE:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

INITIATIVE: Takes necessary action independently

ADAPTABILITY: Adjusts to new changing situations

COOPERATION: Works in harmony with others

ORAL EXPRESSION: Organizes ideas effectively

WRITTEN EXPRESSION: Writes clearly and concisely

POISE: Self-confidence, group interaction

APPEARANCE: Neat and well-groomed
ESCI 4498: Internship in Environmental Science
Final Evaluation, p. 2 of 2

Briefly evaluate this student's preparation upon entering the intern position:

Briefly evaluate this student's overall performance in the intern position:

If I had an opening for a full time position, I would hire this student:
   Agree _____   Disagree _____

Other comments:

What letter grade would you assign this student, based on his/her performance in the internship (A, B, C, D, F)? _________

Please Check Your Preference and Sign Below:
I (do/do not) wish that TAMU-CC hold my comments in confidence. (NOTE: Under the Privacy Act of 1974, TAMU-CC may be required to provide your comments to this student regardless of your response to this question, unless he/she has signed the Waiver of Access statement at the top of the previous page.)

_________________________ __________________________
Signature of Supervising Professional       Date

________________________________________
Business Address

Please return this form directly to supervising professor noted above, at TAMU-CC, 6300 Ocean Drive, Corpus Christi, Texas 78412.