

Environmental and Urban Studies –The EUS Internship

Overview, Criteria, and Forms

Internship Overview: All EUS students must complete an internship before graduating. Internships are important stepping stones to successful careers. In order to assure consistency, fairness, and valuable experiences, all students must:

1. have their internships approved by EUS faculty *and* the hosting organization
2. have their work evaluated by their organizational supervisor
3. formally reflect on and self-evaluate their work
4. present their findings and experiences to fellow students, faculty, and staff

The EUS Internship Forms are required documents that help complete these steps.

Criteria for Internship Approval: EUS is a transdisciplinary program and EUS internships will vary based on student interests. However, there will be common components of each EUS internship:

- meaningful work (more than simply filing and photo-copying)
- educational value (at least 25% of time spent on learning new skills)
- academic connections (practical applications of classroom lessons)
- appropriate supervision (supervisors with serious credentials)
- sufficient time (10-20 hours per week, minimum 100 hours)

EUS Internship Forms: Three forms have been attached to this document to help complete an EUS internship, from approval to presentation.

1. Internship Approval Form. Students must fill out this form, get EUS faculty approval, and get organizational approval. Students, faculty, and organizational supervisors work together to meet the criteria listed above.
2. Internship Evaluation Form(s). Two versions should be completed:
 - a. Students must have their supervisors fill out this form and send it in to their EUS advisors.
 - b. Students must fill out the second copy and send it in to their EUS advisors.
3. Internship Presentation. Students must follow the guidelines on this form to complete their final presentation. They will turn in a summary or outline of the substance of their presentation

Internship Recognition: Approved/completed EUS Internships will be recognized on official transcripts upon graduation. EUS staff will assist with this recognition.

Environmental and Urban Studies – Internship Approval Form

Personal Information

Name:

Email:

Phone Number

EUS Information

Year: (Fresh, Soph, Junior, Senior)

Moderation Date:

Graduation Date:

Internship Information

Title of Internship:

Hosting Organization:

Brief Description of work duties (bullet points):

Brief Description of educational activities—to be 25% of experience (bullet points):

Hours/week expected:

Totals hours to be worked:

Academic Connections

Briefly describe how the internship relates to your course of study (name specific courses, projects, professors, other academic work the internship work relates to):

How does this internship relate to your career interests?

Approval

Signature of Supervisor (host organization): _____

Print Name: _____

Signature of Faculty Sponsor (Bard College): _____

Print Name: _____

Environmental and Urban Studies – Internship Evaluation Form

Student Name: _____ **Supervisor Name:** _____

Type of Evaluation: Student Self-Evaluation Supervisor Evaluation

Ratings (on a scale of 1-5, 5 being the highest) and comments:

Initiative	1 2 3 4 5
Timeliness	1 2 3 4 5
Professionalism	1 2 3 4 5
Enthusiasm/energy	1 2 3 4 5
Engagement/learning	1 2 3 4 5
Fit with organizational culture	1 2 3 4 5
Likelihood to receive a recommendation	1 2 3 4 5

Please explain any outstanding scores (use back of sheet if necessary):

Please list skills learned (3-5 specifics for each of the following categories):

Administrative Skills: _____

People Skills: _____

Technical Skills: _____

Please write a brief summary of the internship and its outcomes (3-7 sentences or bullet points) (E.g. Goals achieved? Objectives met? Lessons learned? Next steps?) (use back of sheet if necessary):

Environmental and Urban Studies – Internship Evaluation Form

Student Name: _____ Supervisor Name: _____

Type of Evaluation: Student Self-Evaluation Supervisor Evaluation

Ratings (on a scale of 1-5, 5 being the highest) and comments:

Initiative	1 2 3 4 5
Timeliness	1 2 3 4 5
Professionalism	1 2 3 4 5
Enthusiasm/energy	1 2 3 4 5
Engagement/learning	1 2 3 4 5
Fit with organizational culture	1 2 3 4 5
Likelihood to receive a recommendation	1 2 3 4 5

Please explain any outstanding scores (use back of sheet if necessary):

Please list skills learned (3-5 specifics for each of the following categories):

Administrative Skills: _____

People Skills: _____

Technical Skills: _____

Please write a brief summary of the internship and its outcomes (3-7 sentences or bullet points) (E.g. Goals achieved? Objectives met? Lessons learned? Next steps?) (use back of sheet if necessary):

Environmental and Urban Studies – Internship Presentation

Presentation Overview: All EUS students must complete an internship before graduating. Final presentation will help synthesize student learning and will be open to the campus community to help other students make internship decisions.

Date: Presentations will occur at an EUS open house early each semester.

Time: Presentations will be 10-15 minutes long with 5 minutes for Q&A.

Requirements:

- Organization Overview
 - Organization's Mission, Goals, Objectives
 - How the mission fits into the broader field of EUS
- Internship Overview
 - Daily Tasks
 - How the internship fits into the mission of the organization
- Reflections on personal growth
 - What did you bring to/learn from the internship experience?
 - What did you learn about teamwork/interpersonal skills?
 - What specific career skills did you learn?
- Reflections on networking opportunities
 - Did you make connections that will aid your career?
- Reflections on job opportunities (in general or for you specifically)
 - Different jobs in this/similar organizations?
- File a Document with Tom O'Dowd
 - Presentation outline or 2-page paper
 - Future students can learn from your experience