

# 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 Tom O’Dowd of EUS *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 an interdisciplinary program, so 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 approval (via Tom O’Dowd), 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 to EUS via Tom O’Dowd.

**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

Internship Semester:

Moderation Semester:

Graduation Semester:

## Internship Information

Title of Internship:

Hosting Organization:

Supervisor Name:

## Organization Information

Supervisor Email:

Supervisor Phone:

Website:

Brief Description of work duties (at least 25% of time spent on learning new skills):

Hours/week expected: \_\_\_ Totals hours: \_\_\_ Start and End Dates: \_\_\_\_\_ to \_\_\_\_\_

## Academic Connections

Briefly describe the significance of the internship relates to your course of study in EUS (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 EUS Internship Coordinator: \_\_\_\_\_

Tom O'Dowd, EUS Executive Administrator

## 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 another page if necessary):

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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 another page if necessary):

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## **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 each semester.

**Time:** Presentations will be 10 minutes long including Q&A.

### **Requirements:**

- Organization Overview
  - Organization’s Mission, Goals, Objectives
  - How the mission fits into the broader field of EUS and your focus area
- 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 EUS staff
  - Presentation outline or 2-page paper
  - Future students can learn from your experience