

# San José State University, Environmental Studies

## ENVS 194, Environmental Internship, Sections 01-05, Spring, 2024

### Course and Contact Information

Instructor(s): Dr. Dustin Mulvaney, Professor, Environmental Studies

Office Location: WSQ 115

Email: [dustin.mulvaney@sjsu.edu](mailto:dustin.mulvaney@sjsu.edu)

Office Hours: 12–1:30pm Tuesday

Class Days/Time: The class meets twice during the semester, times/dates TBD.

Classroom: Online

Prerequisites: Senior standing in ENVS or instructor approval.

ENVS Jobs and Internships Page: <https://www.sjsu.edu/envs/student-resources/job-and-internships.php>

Career Center: <https://www.sjsu.edu/careercenter/>

**Course Description** – Service in a local, city, county, state or federal environmental/sustainability agency, school or in environmental/sustainability industry; or with a worthwhile environmental education or protection organization or center.

**Course Format, Online** – Students will need to be on a computer or mobile device for two meetings via zoom.

**Credit Bearing Internships (non-paid internships)** – *For an internship for academic credit, students must complete a CSU-SJSU Learning Plan & Participation Guide; participate only with an SJSU approved partner organization; and for unpaid internships complete a University Organization Agreement (UOA) from the organization where the internship is taking place.*

### **These are the academic internship procedures for non-paid internships**

1. Determine if organization is already an active placement site with an UOA in place
  - The faculty or student should complete a search for the proposed organization on [SJS4](#). View approved organizations by clicking on “Sites” at the top navigation bar. If the placement site is already active, students can proceed to step 3.
  - If the site does not appear on SJS4, please proceed to step 2.
2. Requesting a new placement site
  - To register an organization on SJS4, students must submit [Student/Faculty Request for a New Site](#).
  - Once submitted, this request will automatically send the main contact person at the organization the New Partner Proposal Form (NPPF), which is an intake form, to complete. When the NPPF is submitted by the organization, a follow-up email will be sent directly to the organization to complete and sign the UOA. Once the NPPF and UOA are submitted by the organization, we (S4 Team) will review the submissions and if the organization is approved, we will post the site to [SJS4](#) to denote the approval. (If a site requests to modify the UOA, it will be sent to the Contracts Office for review and approval.)
3. Complete the Learning Plan and Participation Guidelines
  - All students must complete and submit the [Learning Plan and Participation Guidelines](#). The faculty will review the Learning Plan and Participation Guidelines to ensure that they are complete and correct; if not, then they should be returned to the student to revise.
  - Once completed, the faculty and student should retain copies of both documents for five years, after which they can be disposed of according to SJSU’s information security guidelines.
4. Register for internship course via MySJSU and enroll in placement site on SJS4

- After the organization is posted on SJS4, students may then proceed to place with the site and log hours.

Visit SJSU's [Academic Internship website](#) for further information.

### Faculty Web Page and MYSJSU Messaging

Course materials such as syllabus, handouts, notes, assignment instructions, etc. can be found on the [Canvas Learning Management System course login website](#). You are responsible for regularly checking with the messaging system through [MySJSU](#) on [Spartan App Portal](#).

**Course Goals** – Public service can offer you valuable insight into whether you are heading into work you like. This experience can also be a great resume builder or lead directly to a job. To get the most out of this experience, you should have completed most [preferably all] of your Preparation for the Major courses, most of your ENV5 Core requirements, the EnvS 100W writing requirement, and a good number of courses in your chosen minor or focus area.

### Course Learning Outcomes (CLO)

Learn how to search for, apply to, and compete for a professional environmental position. Gain important life and work experiences in a professional setting in an environmental studies field. Upon successful completion of this course, students will have gained **working experience in an environmental studies field**.

### Course Requirements and Assignments

1. Attend a first and final full-class meeting; **the final meeting may not be missed**.
2. Keep an **internship activity record** that tracks your hours and tasks; Complete a specified number of internship hours per unit load.
3. Submit your **resume**.
4. Conduct an **interview** with your **supervisor** after you are well established; submit a short writeup to canvas.
5. Obtain a very positive **internship performance evaluation** from your internship supervisor on letterhead paper. All "lukewarm" reviews will be double checked by Dr. Mulvaney with a phone call to the supervisor.
6. Prepare a **reflective essay** about your internship experience.

“Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of 45 hours over the length of the course (normally three hours per unit per week) for instruction, preparation/studying, or course related activities, including but not limited to internships, labs, and clinical practica. Other course structures will have equivalent workload expectations as described in the syllabus.”

### Final Evaluation

We will meet at the end of the semester for each student to summarize their reflections on the internship experience.

### Grading Information

This is a CR/NC class. To receive credit, you must attend the required class meetings, turn in all paperwork, following the guidelines given, and present information on your internship experience in class if asked.

Because internships often start mid-semester, grades of "Incomplete" are common. To receive an Incomplete, students must seek prior approval from the instructor and submit a letter explaining how and when ENV5 194

will be completed (i.e., number of hours needed to complete the assignment, semester when the hours will be completed, reason for the delay, etc.). Otherwise, a NC or Unauthorized Withdrawal (WU) will be given.

### Classroom Protocol

You are expected to attend an introductory meeting and final meeting via zoom.

### University Policies

Per [University Policy S16-9](#), relevant university policy concerning all courses, such as student responsibilities, academic integrity, accommodations, dropping and adding, consent for recording of class, etc. and available student services (e.g. learning assistance, counseling, and other resources) are listed on [Syllabus Information web page](https://www.sjsu.edu/curriculum/courses/syllabus-info.php) (<https://www.sjsu.edu/curriculum/courses/syllabus-info.php>). Make sure to visit this page to review and be aware of these university policies and resources.

### Course Schedule

| Week/Lesson /Module | Date | Topics, Readings, Assignments, Deadlines<br><i>(If appropriate, add extra column(s) to meet your needs.)</i> |
|---------------------|------|--|
| 3                   |      | First Meeting  |
| 16                  |      | Final Meeting  |