

## **Environmental Studies Internship Program Guidelines**

### **Goal**

The Environmental Studies Internship Program is designed to give students a hands-on work experience that enhances their baccalaureate degrees in the Environmental Studies Program.

### **Ensuring eligibility to enroll**

Students must first ensure their eligibility to enroll in EVRN 490. The following steps are strongly encouraged.

1. Must have junior standing at minimum and be an Environmental Studies major with a minimum GPA of 2.5.
2. Select an internship that involves supervised practical experience in a specific environmental area of interest (see list of possible internships on EVRN website).
3. Ensure that you will be able to work 80 hours for every credit hour enrolled; total college credit may not exceed 8 hours.
4. Have your eligibility certified by the Environmental Studies Internship Coordinator or Advising Specialist, Owen Marciano (ohmarciano@ku.edu).
5. Complete Environmental Studies Internship Program application form and submit it to the Internship Coordinator (form located on EVRN website) who will obtain final approval from the Director of Environmental Studies.

### **Enroll**

Obtain a permission number to enroll from the Environmental Studies Department secretary, Kim Le. You must enroll in EVRN 490 prior to the university's cut-off date for enrollment.

### **Student and Supervisor Final Reports**

At the end of the internship, the student must submit a final report (between 1800 and 3000 words) detailing the internship experience. The report must address the following:

1. What you expected going into this internship.
2. What you actually did during the internship.
3. What you learned from this experience.
4. How the internship experience applies towards your career goals.

The supervisor must provide a final report on your work performance, which should include the following:

1. How many hours you worked for the firm or organization.
2. What you did during the internship (be specific as possible).
3. How well you did it (their evaluation of your actual job performance).

Supervisor must mail student's evaluation to:

The Environmental Studies Program  
attn: Internship Coordinator  
1460 Jayhawk Blvd., Rm. 252  
Lawrence, KS 66045

The Internship Coordinator ensures that the instructor of record (currently J. Christopher Brown, EVRN Director) assigns a grade of satisfactory and/or unsatisfactory.

If you have any questions, please address them to the Internship Coordinator.

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