Instructions: ENV Internships

To complete an ENV internship (ENV 4221), before your internship begins you must fill out the attached ENV Internship Application and receive approval for your internship. This is to your benefit - to ensure that your internship is appropriate and that the organization you will work for understands what you need and is committed to providing you this opportunity.

Internships that have not been approved will not be credited toward your internship requirements or as elective credits.

1. Please fill out the application form electronically, with the exception of the signatures on pgs 1 & 2.

2. Make sure you get a letter of intent from the organization you will work with that addresses (1) the **time period** over which the internship will be offered and completed, (2) the **estimated total number of hours** you will work during the internship, and (3) outlines the **responsibilities and expectations** of the student.

3. Once you have completed the application, you will need to print the form, sign it, and acquire the signature of your Faculty Supervisor. This is the faculty member who will appear as the instructor of record on your audit (the person who will review your materials at the end of your internship and assign your grade for the internship).

4. Once the form has been signed and you have your letter of intent, turn the packet into the Environmental Programs Coordinator (currently Dr. Calcagni – CENV 303; scalcagn@catawba.edu). You may do this either as a hard copy or you may scan the packet with necessary signatures and email it to the Coordinator.

5. The Coordinator will review your application and either (1) approve your internship or (2) decline your application. In most cases, applications are declined simply due to missing information. Once that information is received, the application is almost always approved. In the rare instance that your internship is declined for being an inappropriate internship experience, the Coordinator will work with you to resolve that issue.

6. Once your internship is approved, you can fill out the Registrar's form: (http://catawba.edu/files/1213/9629/5892/intern.pdf) Note that it does require several signatures.

7. Take the Registrar's internship form to the registrar to formally register for the internship. You cannot register for an internship online.

You cannot begin an internship experience or register for ENV 4221 without completing the Program approval process.

To register for ENV 4221, you must register before the end of drop/add for that term.

Bottom Line: Make sure you get your paperwork done in plenty of time to receive approval and get registered.

Remember, most faculty are 9-month employees and are not on campus over the summer.

CATAWBA COLLEGE

Environmental Programs
INTERNSHIP APPLICATION
Intent Form

An internship is a field experience in which significant evaluation, supervision, and direction are provided by an outside agency in concert with a supervisory professor. The grade for the internship is assigned by the supervising faculty member. The grades of "S" and "U" are used as final grades.

All internships in the Environmental Program at Catawba must be supervised by a faculty member in the department in which credit for the internship is sought and must be approved by the Environmental Programs Coordinator *before* the student begins the internship.

Name: _____ Email: _____

Major: _____ Academic Advisor: _____

Class Standing: _____ GPA: _____

Company/Organization & Location: _____

Internship description:

Number of credit hours desired:

☐ One ☐ Two ☐ Other** Minimum # of clocked hours required*: _____

Required Documentation:

Upon completion of the internship, the student must provide the faculty advisor with:

1. Formal evaluations of the student's work completed by the internship provider.
2. Evidence demonstrating that the learning objectives for the internship have been met (portfolio, presentation, paper, etc.) Determined in conjunction with the Faculty Supervisor.

Please attach a letter of intent from the internship supervisor that confirms their willingness to offer this internship opportunity and addresses (1) length of the internship, (2) total hours to be worked, and (3) outlines the responsibilities and expectations of the student.

By signing below, the student acknowledges that s/he has read and understands the rules and expectations outlined in this application.

Student: _____ Date: _____

Faculty Supervisor (instructor of record): _____ Date: _____

Environmental Programs Coordinator: _____ Date: _____

** Each hour of internship credit requires 48 hours of clocked time during the internship.*
*** More than 2 hours of credit for a single internship requires prior approval of the Environmental Programs Committee.*

CATAWBA COLLEGE

Environmental Programs

INTERNSHIP APPLICATION

Ethics & Commitments for Internships

Your internship experience entails important responsibilities. By agreeing to participate in the experience, you have committed to fulfilling certain responsibilities. The following ethics and commitments are guidelines for assuring that you have a productive and positive experience. In the course of your internship, remember that a responsible investment of your time is greatly appreciated by the sponsoring organization and reflects well on Catawba College as a whole.

AS A CATAWBA COLLEGE REPRESENTATIVE:

- I commit to adhere to the drug and alcohol policies of Catawba College and the organization providing my internship.
- I agree to conduct myself with integrity at all times. This includes being honest and showing respect for individuals and their property. I understand that I am not only serving the organization but the organization is serving me by investing valuable resources in my learning.
- I understand that I am not just an intern, but also a representative of Catawba College, and will maintain a high level of professionalism that will reflect positively the values and ideals of Catawba College.

RESPONSIBILITY, COMMITMENT, & FOLLOW-THROUGH

It is important that Catawba students be punctual and responsibly carry out all assigned tasks and duties related to their experience. If you agree to be somewhere or do something, follow through. Please do not make promises that you cannot keep! Your work site supervisor and others within the organization are relying on you to assist them with accomplishing their work-place goals. Emergencies may arise that may prevent you from meeting an obligation, but you must make every effort possible to notify your work site supervisor as soon as possible. Please carefully plan your time so that your various responsibilities do not conflict.

Establish a regular schedule with your work site supervisor and stick to it! The organization you work for is aware of the fact that you are a student and they will make an effort to work with your schedule when possible. Remember, most organizations are not aware of Catawba's academic calendar and will need to be given advanced notice of breaks and holidays.

DRESS & ACT APPROPRIATELY

You are in a work situation and are expected to treat your supervisors and others with courtesy and kindness. Dress comfortably, neatly, and appropriately (check with your organization for their conduct and dress codes). Use formal names unless instructed otherwise. Set a positive standard for other students to follow!

BE FLEXIBLE

The level of intensity of activity at a fieldwork site is not always predictable, but maintaining a positive attitude is your best line of defense. Please be flexible, as sometimes you will be asked to do something that may not be part of your regular duties, but often helps to advance the goals of the organization. Your flexibility to changing situations can assist the partnership in working smoothly and producing positive outcomes for everyone involved. If you feel you are being asked to do something that is well outside the learning experience, demeaning, or even dangerous, please notify your faculty advisor immediately.

I have read, understand, and agree to abide by the ethics and commitments statements above:

_____

CATAWBA COLLEGE

Environmental Programs
INTERNSHIP APPLICATION
Learning Objective Form

Your Information:

Name: _____ Phone: _____

Internship Information:

Organization/Business name: _____

Physical Address: _____

Immediate Supervisor: _____

Supervisor's Email: _____

Supervisor's Phone: _____

Internship start & end dates: _____

Hours/Week: _____ Compensation: ☐ Paid ($_____/hr) ☐ Unpaid ☐ Stipend ($_____)

Semester in which you will register for credit: _____

Learning Objectives:

Please state four learning goals – what you expect to learn and the skills you expect to gain during your internship. These should be addressed in any materials you turn in for a grade (journals, presentations, etc.):

1.

2.

3.

4.

CATAWBA COLLEGE

Environmental Programs
INTERNSHIP APPLICATION
Internship Supervisor Checklist

At the conclusion of the internship, we will need you, as the supervisor of this student's internship, to supply formal documentation that provides:

1. Documentation that the student has worked the requisite number of hours required for the internship as outlined on page 1 of this application packet (highlighted section).

2. Documentation that the student has performed his/her duties to your satisfaction.

3. Formal evaluation(s) of the student's work using your organization's internal evaluation documents or a document of your choosing. Evaluations that occur periodically over the course of the internship are preferred to a single evaluation at the end of the internship.

The student should provide a copy of this packet to the off-site internship supervisor.