

Instructions: ENV Internships

When you print this document, please save paper & do NOT print this instruction page!

To keep a copy, first DOWNLOAD it, fill it out, then save it.

To complete an ENV internship experience, before the work of your internship begins you must fill out the attached ENV Internship Application and receive approval for your internship. This is to your benefit by ensuring that the organization you will work for understands what you need and is committed to providing you this opportunity. This also ensures that the experience you are seeking meets Catawba criteria for an academic experience.

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

1. A hardcopy of the application is required. You may fill the form fields on pages 1-3 electronically & then print it, or you may print it first & then complete the form as long as your writing is clear & legible. Please be sure to complete ALL fields. Incomplete forms will be returned without review.
2. Make sure you attach a letter of intent from the organization you will work with that addresses the **yellow portions** on page 1 of the application itself. A printed copy of an email to you outlining this information is acceptable as is a hardcopy letter. This letter of intent should be stapled to your application when you turn it in.
3. Turn the completed application into the Department's director of internships: Dr. Calcagni – CENV 303. **This application will NOT be returned to you – please keep a copy for your off-site supervisor and your own records.**
4. Your application will be reviewed and either (1) approved or (2) declined. If declined, this is typically due to missing information. In the rare instance that your internship is declined for being an inappropriate internship experience, the Department's director of internships will work with you to resolve that issue.
5. Once your internship is approved, you are eligible to register for academic credit. This requires the Registrar's form which you must print & complete. Note that it does require several signatures. <https://catawba.edu/files/5615/4030/6980/intern.pdf>
6. After you have all signatures, 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 credit without completing the Departmental approval process.

To register for academic credit, 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, faculty are 9-month employees and are not on campus over the summer.

Internal Use Only
IOR:



Internal Use Only
Done:
Registered:

Department of Environment & Sustainability
INTERNSHIP APPLICATION
Student Information & Intent

An internship is a field experience in which significant evaluation, supervision, and direction are provided by an outside agency in concert with a Catawba professor. **The experience must explicitly connect to environment & sustainability and this aspect must be the focus of the experience.** The grade for the internship is assigned by the Catawba faculty member. The grades of "S" and "U" are used as final grades.

All internships in the Department of Environment & Sustainability 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 Department's internship director before the student begins the internship.

Student: _____ Email: _____
Major: _____ Academic Advisor: _____
Class Standing: __ Fr __ So __ Jr __ Sr GPA: _____
Internship Company/Organization & Location: _____

Brief internship description:

Number of credit hours desired:

- One Two Other*

Minimum # of clocked hours required**: _____

* More than 2 hours of credit for a single internship requires *prior* approval of the Environmental Programs Committee.

** Each hour of internship credit requires 48 hours of clocked time during the internship.

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 Catawba faculty of record.

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: _____
Catawba Faculty of Record: _____ Date: _____
ENV Department Internship Director: _____ Date: _____

CATAWBA COLLEGE

Department of Environment & Sustainability **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

Department of Environment & Sustainability

INTERNSHIP APPLICATION

Learning Objectives Form

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

Your Information:

Student: _____ Email: _____

Catawba Faculty of Record: _____ Email: _____

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 need to be appropriately specific to your experience. They must be goals you can demonstrate through the materials you compile during your internship. You will need to report on whether you met your learning goals in your internship products as assigned by the Catawba faculty member working with you on your internship. For example, "I plan to learn how to design environmental outreach programming for ABC nonprofit organization."

1.

2.

3.

4.

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Department of Environment & Sustainability
INTERNSHIP APPLICATION
Internship Supervisor Checklist

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

Students: After you receive notification that your internship experience is approved, please provide a copy of this page to your off-site internship supervisor.

Student: _____

Internship Dates: _____

Catawba Faculty of Record: _____

Supervisor: Thank you for working with our Catawba internship program in the Department of Environment & Sustainability. The Catawba faculty member will establish the academic components of the internship experience & work with the student on these. The students are responsible for keeping on task with respect to that “side” of their internship. There is no grading or academic responsibility on your end.

What we do need from you comes at the conclusion of the internship experience. As the direct off-site supervisor of this student’s internship, please make available formal documentation (as an email directly to the faculty member working with the student or as a hardcopy letter) that provides:

1. Confirmation that the student has worked the requisite number of hours required for the internship.

For this internship, that is: _____ hours

2. A statement regarding the quality of the work done by the student
3. A statement regarding the professionalism exhibited by the student during the internship

Any additional feedback you may wish to provide is certainly welcome, but not required.

Students in our department are required to give a public presentation of their work to Catawba faculty & students. The nature of this presentation (format, length, content, etc.) will be provided to the student by the Catawba faculty member. You may certainly request that the student working with your organization provide you with an opportunity to review this presentation, but it is not required that you do so.