

CMU Environmental Science Internship Guidelines

ENS 491 "Internship" 1-3 (Spec.) Internship in the field of environmental sciences. Prerequisites: Three or more courses in ENS program (2 of which must be 300 level or greater), permission of instructor.

Intent of the Internship Program

An internship is an educational experience where students work as trainees under the supervision of a professional in the field of Environmental Science. Internships make a student more marketable to potential employers because employers often prefer to hire candidates with relevant, practical experience. An internship can also help you to develop a network of professional contacts which can become a source of career opportunities after you graduate. Internships can be paid or unpaid; both types of internships are common in the field of Environmental Science. The educational experience you partake in and the skills you practice during your internship should complement those within the Environmental Science curriculum and be relevant for your future career.

Responsibilities and Roles in the Internship Program

Internship Coordinator - A CMU faculty member, currently Dr. Lemke, will serve as the educational liaison between the university and the company/agency/organization where the internship will occur. The Internship Coordinator will assist you in identifying and selecting a placement, work with the Office of Academic Effectiveness to ensure all agreements are in place, inform you of CMU policies that are relevant for your enrollment and completion of an internship, and provide final evaluation (grade) in ENS 491.

Site Supervisor - This person is a representative of the company/agency/organization where the internship occurs. They are your supervisor during your internship and will coordinate your internship experience. The site supervisor will be the person who evaluates your performance during your internship and certifies the hours you work over the course of your internship experience.

Student - This is you. You are responsible for selecting and applying to an internship opportunity (the Internship Coordinator can provide you resources and help you with the selection process). When applying for internship placements, you should provide the Site Supervisor with a summary of the educational and professional experience you hope to gain from the internship so that the Site Supervisor can determine if the placement is a good fit. Once a placement is identified, you should fill out the CMU Environmental Science Internship Application Form and submit it to the Internship Coordinator. After an Affiliation Agreement is in place, you may register for ENS 491 and begin your internship experience.

How Credit is Assigned for an Internship

You enroll in ENS 491 prior to the start of your internship by filling out a 'bump car' provided by the internship coordinator. For the first credit hour, you must complete a minimum of 120 work hours at your internship placement; for every additional 60 hours of work completed, you may receive another credit hour (up to a maximum of 3 credit hours, or 240 hours of work). The number of hours you plan to work must be determined by you and the Site Supervisor prior to the start of the internship.

Upon completion of an internship, the grade you receive for ENS 491 will be evaluated using the following criteria:

1. Written documentation from your internship supervisor stating the number of hours you worked, the tasks you completed, and an evaluation of the quality of your performance and potential for future success. This may be returned either by email or mail to the internship coordinator. You are responsible for ensuring your internship supervisor has the information they need in order to complete these tasks.
2. A written report by you that describes the work you performed, the education and skills you acquired, and how your internship experience prepared you for your future plans and career. This report should be long enough to properly address these objectives.
3. An oral presentation given by you to the Department of Earth and Atmospheric Sciences students and faculty describing your internship experience, the work you performed, and how it will prepare you for your future plans and career. This will typically be scheduled for the semester following your internship experience.

Your final grade will be assigned by the Internship Coordinator and will take into account a combination of these three criteria.

Before beginning an internship, students should be aware of the following information:

- An Affiliation Agreement is required before you can begin an internship for credit. This agreement protects the student, the university, and the site. The Internship Coordinator will initiate this process after receiving the Environmental Science Internship Application Form from you, the student. If an existing agreement is not in place between the University and the site, it may take a few weeks to establish before you can begin your internship. *You should not under any circumstances show up to work for an internship before the agreement is in place.*
- Because an internship in Environmental Science can take a range of forms, from working in an office, field and/or laboratory setting, you should be aware of the physical risks or dangers you may encounter during the course of your assigned duties. You should discuss the expectations of your position and the risks associated with any assigned duties with your site supervisor prior to agreeing to undertake the internship. You should be aware of and avoid any situations in which you may incur physical harm to yourself or others.

- You must have health insurance to be placed in an internship.
- The site will be responsible for provision of all orientation and training. The Internship Coordinator assumes no responsibility for these tasks.
- The standards for placing a student in an internship is determine solely by the site. The Internship Coordinator will answer any questions a site has about a student and will provide the site any information that will bear upon a student’s capacity to perform assigned duties or which could cause a potential risk to the student or those around them.
- You should only perform tasks that are requested by your Site Supervisor. Students are provided to sites ‘as is’ and cannot be expected to have any certification or professional training above and beyond what is provided by the CMU Environmental Science curriculum.
- Once you have begun working at an internship, only your Site Supervisor has the authority to remove you from the internship, not the Internship Coordinator. A Site Supervisor may remove a student for any reason, provided the reason does not violate Federal or Michigan law.
- If a student is removed from an internship, they must explain to the Internship Coordinator the circumstances leading to their removal. The Site Supervisor must provide written acknowledgement of the student’s removal, per the Affiliation Agreement. The Internship Coordinator will also contact the Site Supervisor to learn of the reasoning for the removal. Based on these conversations, the Internship Coordinator will determine if the removal was warranted. If it is determined that the removal was warranted, the student will be asked to withdraw from the course. If the student refuses to do so, they will be assigned a grade of “E”. If the Internship Coordinator determines that the removal was not warranted, the student will be graded upon the results of the internship up to the date of removal.

Please sign below to acknowledge that you have read and understood the above guidelines.

Signed Name: _____

Printed Name: _____

Date: _____