



# **ENVIRONMENTAL SCIENCE INTERNSHIP**

## **ES 391**

**Department of Plant and Environmental Sciences  
College of Agricultural, Consumer and Environmental Sciences  
New Mexico State University**

**ES 391 is a requirement for the BS in Environmental Science.**

**You must see your advisor before you make arrangements to participate in an internship. It is YOUR responsibility to register for ES 391 either during the summer session or a subsequent semester in order to get credit.**

**The requirements for the student, the academic advisor, and the internship host are enclosed. All have responsibilities for the successful completion of the internship.**

## STUDENT ELIGIBILITY REQUIREMENTS

- Environmental Science major
- Minimum GPA of 2.0
- Preferably junior or senior status
- Pertinent course work completed that is necessary for the type of internship

## GENERAL STEPS

The following are the general steps involved in preparing for the internship and completing the requirements for a grade in ES 391. A student **will not** be given a grade just because he/she worked in an environmental job, no matter how relevant, unless they have **registered for ES 391** and have a signed **Internship Agreement** before going on an internship. Some internships may not involve employment.

- 1. Meet with Career Services and advisor.** Career services can help in the preparation of resume, letters, and other documents that you will need for interviewing and accepting an internship position. They will also have a schedule of career fairs and other opportunities to meet with potential internship hosts. Your advisor needs to know you are actively seeking an internship so he/she can anticipate your needs.
- 2. Find an internship.** Career Services, advisors, instructors, fellow students, the ES list serve, ESSO, alumni, and internet sites are all sources of contacts. Students with a relevant job often can use that job as an internship, provided the learning objectives and ES 391 **Internship Agreement** are met. If you are looking for a summer internship, the time to start your search is early in the fall semester!
- 3. Complete the Internship Agreement and Internship Host forms.** Formal **Internship Agreement and Internship Host** forms must be signed between the advisor, student, and internship host. This protects all parties involved, especially since a grade must be assigned and ES 391 is a graduation requirement. The student will not be allowed to register for ES 391 until both forms are completed.
- 4. Register for ES 391.** Registration for ES 391 is a requirement. Often students will register for a summer or semester internship but the internship may not end before a grade is due. In this case the instructor can issue an I (Incomplete) until the materials are all turned in and graded. Alternatively, a student may complete an internship and sign up the following semester, but the **Internship Agreement** and **Internship Host** forms must be completed before going on an internship. Students must work with their advisor. ES 391 is a “closed” class and requires an Add/Drop slip or override by the advisor before the student can enroll – don’t wait until the last minute to add this class!
- 5. Work as an intern.** This may entail keeping a log or other documentation of learning experiences, doing a project, generation of data, email reports, host reports, etc. Any requirements during the work period must be documented in the **Internship Agreement**.
- 6. Complete internship requirements.** Before a grade can be issued, all requirements must be met as spelled out in the **Internship Agreement**. The advisor, in consultation with the student, will specify the due date, type of final report, evaluation reports, etc. required as per the **Internship Agreement**.

## THE INTERNSHIP EXPERIENCE

An internship not only prepares a person for employment but often serves as an entrance to a permanent position. A relevant internship in a resume demonstrates to a potential employer that the potential employee has acquired some basic skills and professionalism for the workplace. Some of the learning objectives in an internship include the:

- effort, time and skills needed to complete a search and compete for a job
- networking and interacting with professionals within and outside of the organization
- ability to understand, analyze, and solve problems
- completion of assigned tasks in a thorough and timely manner
- accountability, discipline, responsibility, confidence, and knowledge needed to be a professional
- ability to take criticism as well as accolades for job performance
- understanding of organizational objectives, mission, structure, bureaucracy, management, and daily operations, and the employee role in the organization

## STUDENT RESPONSIBILITIES

Both the student and the advisor will work together toward the common goal of a successful internship. However, the ultimate responsibility lies with the student and includes, but is not limited to, the following:

- meeting with the advisor and planning
- finding an internship host that is suitable and have the host approved by the advisor
- completion of all necessary requirements as set by the internship host before the start of the internship
- completion of the **Internship Agreement and Internship Host** forms between the advisor, student, and internship host before the start of the internship
- **register for ES 391**
- responsibly and professionally complete the tasks assigned by the internship host while completing the learning objectives above
- comply with all rules and regulations of the internship host including working times, dress codes, leave, drug testing, and other requirements and responsibilities
- asking the internship host to complete and return all necessary forms and evaluations to the advisor in the appropriate time frame
- complete all reports, forms, logs, evaluations, and other materials agreed upon in the **Internship Agreement** by the due date

## ADVISOR RESPONSIBILITIES

Both the student and the advisor will work together toward the common goal of a successful internship. Although the student is responsible for the above, the advisor assists the student in many of these chores and overall has the responsibility, but is not limited to, the following:

- manages the overall internship process
- assures that the proposed internship is of sufficient length (a minimum of 8 weeks or 320 hours) and quality (a learning experience and not just manual or office labor)
- meets with the student and approves of the internship host including the completion of the **Internship Agreement and Internship Host** forms
- sets deadlines for material submitted by the student and host as per the **Internship Agreement**
- monitors progress of student and internship host and may meet with the internship host and student at the work site

- reads and grades the preliminary Project Report and offers suggestions to improve the quality of writing and composition
- returns the Project Report to the student in a timely fashion and grades the revised Report upon final submission
- keeps all contracts, forms, preliminary and final project reports for **five** years
- overrides registration or signs Add/Drop slip to allow student to register for ES 391
- assigns a grade (S/U/I) based on the submission of all materials agreed upon in the **Internship Agreement** by due dates and **Intern Evaluation Form**.

## **INTERNSHIP HOST RESPONSIBILITIES**

Although the advisor has no authority in regards to the host, the internship host should provide an experience that aids to the professional development of the student. In this regard, the internship host has the responsibility for the following:

- provide a safe and supervised work environment for a professional work experience that is not solely menial tasks
- communicate clearly to the intern their responsibilities and expected tasks
- provide training and mentoring when appropriate so the student can learn as well as work in the profession
- provide guidance, encouragement, and constructive criticism when appropriate
- notify the advisor of any problems, concerns, or questions regarding the student or program
- allow a site visit by the advisor with the host and student
- candidly evaluate the student at the end of the experience

## **ES 391 GRADING**

ES 391 is graded S/U (satisfactory or unsatisfactory). Satisfactory is considered to be a C or higher in the letter grade system while unsatisfactory is considered to be a D or F. The advisor will grade the final report and other documents required in the **Internship Agreement** and factor in results from the **Intern Evaluation** form. Failure of the student to complete the required materials by the due date will result in an I grade, while completion in an unsatisfactory manner will result in a U grade. If the employer terminates a student from their internship site for unacceptable performance or the student abandons the internship without completion of the term of the internship, a grade of U will be given. A student will not be allowed to make up the internship until the following semester. The I can be removed and an S or U assigned by turning in all required materials.

Every intern must write and submit an original report that is typed, double-spaced, 1-inch margins and of professional quality in writing style. The report is a record and interpretation of your internship and should include pictures, copies of training certificates, and a description not just of what you did, but how it influenced your career track in Environmental Sciences. For example, how do all of the academic classes you've taken as a student come together in a working situation? (The everyday use of geometry and trigonometry, toxicology issues, basic chemistry and soils calculations, etc.) By the time you have completed your internship, you will have taken a lot of basic science courses but may still be taking the upper division ES classes – your internship should really help you focus in those classes and get the most out of them. Another question that we would like to see answered in every report is “how useful the internship experience was to you” and “would you recommend it to another ES student?” Some internship experiences are better than others and as advisors, we need to be made aware of situations that are not fruitful or beneficial.

# INTERNSHIP AGREEMENT FORM ES 391

Student Name: \_\_\_\_\_ Banner # : \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Semester/Year of internship: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

Cumulative Credits: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

Host Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Host Contact Person/Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

The checked below will be completed by the student by the date specified and evaluated by the advisor before a grade (S/U) will be assigned or an "I" removed.

- Due Date** \_\_\_\_\_
- Preliminary Report (mandatory)** to be corrected and returned by advisor.
- Final Report (mandatory)** as per the attached specifications.
- Oral Presentation** as per the attached specifications.
- Host Supervisor and Site Evaluation** as per the attached forms.
- Training Log** or other log as per the attached specifications.
- Special Project/Research Report** as per the attached specifications.

- Training Objectives** as per attached specifications.
- Other Documentation** as per the attached specifications.

This agreement is to establish the academic requirements for assigning a grade (S/U). Failure of the student to complete the required materials by the due date will result in an I grade, while completion in an unsatisfactory manner will result in a U grade. If the employer terminates a student from their internship site for unacceptable performance or the student abandons the internship without completion of the term of the internship, a grade of U will be given. A student will not be allowed to make up the internship until the following semester. The I can be removed and an S or U assigned by turning in all required materials.

Academic Advisor (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# INTERNSHIP HOST FORM

This is to confirm that the following NMSU Environmental Science student has accepted an internship with our organization.

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Student Supervisor: \_\_\_\_\_

Supervisor phone: \_\_\_\_\_ Supervisor fax: \_\_\_\_\_

Supervisor e-mail: \_\_\_\_\_

Student's work phone (if available): \_\_\_\_\_

Beginning date (if known at time of report): \_\_\_\_\_

Ending date (if known at time of report): \_\_\_\_\_

Hours \_\_\_\_\_/week (if known at time of report)

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## INTERN EVALUATION FORM

Site: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Please candidly evaluate the performance of the student during the internship. Check one of the boxes below concerning the release of your evaluation:

- Intern evaluation form may be released to the student.
- Intern evaluation form may not be released to the student.

For each of the following skill areas, check the appropriate box. If the intern was not asked to perform the skill or did not have the opportunity, please check not applicable. You may include examples and comments explaining your assessment on the back.

**Written Communication Skills** - clear, concise, free of errors, and appropriate to the intended audience and can describe complex concepts.

- Almost always
- Usually
- Sometimes
- Seldom
- Never
- Not Applicable

**Verbal Communication Skills** - clear, concise, free of errors, and appropriate to the intended audience and can describe complex concepts.

- Almost always
- Usually
- Sometimes
- Seldom
- Never
- Not Applicable

**Listening Skills** - active and attentive, repetition of instructions not needed.

- Almost always
- Usually
- Sometimes
- Seldom
- Never
- Not Applicable

**Calculation Skills** – capable of making basic calculations without assistance.

- Almost always
- Usually
- Sometimes
- Seldom
- Never
- Not Applicable

**Interpersonal Skills** - demonstrated the ability to work as a team member, maintained a positive rapport with clients, colleagues and/or supervisors, and assisted others.

- Almost always
- Usually
- Sometimes
- Seldom
- Never
- Not Applicable

**Continuous Personal and Professional Improvement Skills** - effectively used both traditional and innovative sources of professional information without assistance and requested constructive criticism and made self-improvements.

- Almost always
- Usually
- Sometimes
- Seldom
- Never
- Not Applicable

**Problem-Solving Skills** - collects information, draws valid conclusions, and resolves problems with minimum assistance.

- Almost always
- Usually
- Sometimes
- Seldom
- Never
- Not Applicable

**Technical Knowledge and Skills** – demonstrated technical knowledge and skills commensurate with education/training.

- Almost always
- Usually
- Sometimes
- Seldom
- Never
- Not Applicable

**Professional Behavior** - timely attendance, appropriate dress and appearance.

- Almost always
- Usually
- Sometimes
- Seldom
- Never
- Not Applicable

# INTERNSHIP SUPERVISOR AND SITE EVALUATION FORM

Site: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Please candidly evaluate the supervisor and internship site below. Check one of the boxes below concerning the release of your evaluation:

- Evaluation form may be released to the supervisor and site.
- Evaluation form may not be released to the supervisor and site.

Within the context of the specific work site, check the appropriate box. Some of the below may not be appropriate for your particular situation and you should check not applicable. You may include examples and comments explaining your assessment on the back.

**INSTRUCTIONS** - clear guidance was given as to responsibilities, expectations, tasks, goals, and how to accomplish them.

- Almost always
- Usually
- Sometimes
- Seldom
- Never
- Not Applicable

**LEARNING** - learning opportunities were available and the supervisor/staff aided in the learning process and did not just assign menial/busy work or work that others did not want to do.

- Almost always
- Usually
- Sometimes
- Seldom
- Never
- Not Applicable

**COMMUNICATION** - the supervisor/staff at the work site communicated clearly and frequently, provided assistance, was supportive, evaluated my performance, and was respectful of my opinion.

- Almost always
- Usually
- Sometimes
- Seldom
- Never
- Not Applicable

**PHYSICAL ENVIRONMENT** - the working environment was safe, appropriate for my tasks, and was conducive to learning.

- Almost always
- Usually
- Sometimes
- Seldom
- Never
- Not Applicable

**RESOURCES** - resources necessary to complete tasks were available.

- Almost always
- Usually
- Sometimes
- Seldom
- Never
- Not Applicable

**PROFESSIONAL DEVELOPMENT** - the supervisor/staff and site provided an insight to the profession and the organization, provided a variety of experiences, and aided in my professional development.

- Almost always
- Usually
- Sometimes
- Seldom
- Never
- Not Applicable

**OVERALL SUPERVISION** - the overall supervision I received from my supervisor/staff was

- Excellent
- Good
- Fair
- Poor
- Unsatisfactory

**OVERALL INTERNSHIP EXPERIENCE** - the overall experience was

- Excellent
- Good
- Fair
- Poor
- Unsatisfactory

**Please provide the following information:**

Student Banner ID: \_\_\_\_\_

Student Name: \_\_\_\_\_

Major: Environmental Science

Student Level: undergraduate

Type of activity: internship

Date the activity began (mm/dd/yyyy): \_\_\_\_\_

Date activity ended (mm/dd/yyyy): \_\_\_\_\_

Name of the facility, company or agency where you interned: \_\_\_\_\_

Location of activity (city, state): \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Contact phone: \_\_\_\_\_

Supervisor Contact email: \_\_\_\_\_