

**UNDERGRADUATE  
ENVIRONMENTAL  
INTERNSHIP  
HANDBOOK  
2023 Revision**

**ENV 3V93 and 4V93**

***DEPARTMENT OF ENVIRONMENTAL SCIENCE  
BAYLOR UNIVERSITY***

***One Bear Place, #97266  
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# **INTRODUCTION**

## **THE PURPOSE**

The purpose of the campus environmental sustainability leadership project is to encourage Baylor University students to tackle critical environmental concerns on their home campus or in the surrounding region. The project is designed as an on-campus internship or local internship within Waco or nearby communities, which will build leadership skills and confidence. The project may be accomplished as an elective for the B.S. in Environmental Science or the B.A. in Environmental Studies degrees, or for an Environmental Studies minor. The course is also open to non-Environmental majors for general elective credit. Students who have not completed ENV 1301 will need the permission of the department to enroll. This handbook covers the application and reporting for this internship/project option.

## **PRIMARY GOALS OF THE INTERNSHIP**

The Internships are intended to:

- 1) Provide an experience in a professional working environment
- 2) Implement the skills the student has been acquiring in class
- 3) Assist the student in developing a strategy for employment
- 4) Provide professional skills not available in regular courses, such as developing networks with co-workers
- 5) Improve student leadership skills and self-confidence

# PLANNING THE INTERNSHIP/PROJECT

## I. Prior to the start of the internship:

- A. The student must select an Instructor of Record among Baylor Environmental Science faculty. A faculty member outside ENV may serve with approval of the Department Chair. The student is responsible for contacting.
- B. The student will locate a suitable project on campus or in the surrounding community or beyond with one or more professional supervisors.
- C. The supervisor(s) may be environmental, academic, or technical professionals, members of a campus team working on a sustainability issue, or exceptionally experienced volunteers, preferably with at least a bachelor's degree. The supervisor(s) should be managers or team leaders. At least one supervisor/mentor with graduate training or a professional or technical skill or certification is preferred. Their background may be in law, science, planning, landscaping, education or another relevant field.
- D. The sustainability internship is usually volunteer, however, paid student workers or students with relevant employment may also apply. Internships may also incorporate professional training or assigned readings. These activities should be appropriately incorporated in the total time the student spends on the internship, so the workload is balanced and reasonable. Intern supervisors may require completion of written documents or short papers as part of the experience.
- E. The student is responsible for filing an application prior to the initiation of the internship. It usually should be completed by the registration period for the next academic term. The fillable form can be found **here**.
- F. The Professor of Record must approve the internship assignment.
- G. The internship may be split over more than one term. The student must complete at least 30 hours of leadership activities and at least 30 hours of additional leadership activities or work related to the project (other than the completion of a final paper) for each credit hour.

H. Examples of appropriate internship experiences include designing a new facility for a community garden, beginning a recycling project for a campus dorm, starting a new composting facility, conducting a survey of paper use for a department and providing a strategy for reducing paper consumption, designing a bike trail, conducting a study of week-end energy efficiency, and surveying pedestrian routes into downtown Waco.

**II. During the semester(s) of the internship:**

- A. The student and the professor of record should meet prior to the initiation of the internship to arrange for receipt of reports.
- B. The student will communicate with the Instructor of Record often, as arranged by the Instructor of Record, to ensure that the student's experience is a valuable one, and that any problems arising are resolved as early as possible.
- C. The student will provide the required evaluation link to the on-site supervisors. Arrangements for evaluations should be made at the beginning of the internship. The links are available on the departmental website.

**III. At the end of the internship:**

- A. The internship student will, in coordination with the Instructor or Record, submit a final project, such as a reflection paper, a PowerPoint, or a workplan. A research summary or professional document may be substituted, such as a plan for paper use reduction for a campus division. This should be given to the Professor of Record, along with the **daily professional journal**, as soon as possible after the conclusion of the internship.
- B. At least one supervisory evaluation should be sent to the professor of record. Evaluations should be signed by the supervisors and sent directly to the professor of record.

# GRADING FOR THE INTERNSHIP

- I. At the end of the semester, the Instructor of Record will assign grades, in consultation with the supervisors.
- II. The following are the factors that will affect the student's grade negatively:
  1. If the student does not get the required assignments turned in to the Professor of Record on time, and an "Incomplete" grade must be given, the student's final grade may be downgraded.
  2. If the student does not maintain communication with the Professor of Record, the final grade will be downgraded.
  3. If the final project and accompanying materials are not deemed well-done by the Instructor of Record, the final grade will be downgraded.
  4. If the supervisor(s) have had difficulty mentoring the student, the student has not completed work assignments, the student has excessive absences or the student's work was not of adequate professional quality.

# PROFESSOR/INSTRUCTOR OF RECORD

The student should approach a Professor and obtain agreement that the Professor will serve as Professor of Record before submitting the internship application and before registering for internship course credit. The Professor/Instructor of Record's role is to:

- Advise the student on selecting an internship placement and providing the necessary documentation to the Department of Environmental Science.
- Maintain contact with the Supervisor to ensure that the work is going well. The student is required to communicate with the Professor of Record no less than once every two weeks and may send forms by e-mail or by mail if not in Waco. Some Professors of Record desire the communication to be more frequent and the student is to comply with the Professor's desires.
- Receive and review the biweekly or weekly reports, the final project, and the supervisory evaluations.
- Maintain guidance of the student during the internship.
- Debrief and advise the student upon the student's completion of the internship experience.
- Assist the student if there are difficulties with the internship, including a student desire to terminate the assignment.
- Assign the final course grade.

# **SAMPLE**

## **WEEKLY/BIWEEKLY INTERNSHIP REPORT TO BE SUBMITTED TO PROFESSOR/INSTRUCTOR OF RECORD**

**Student name:**

**Date submitted:**

**Time period covered:**

**Where did you work?**

**Who is acting as your supervisor?**

**Describe your professional activities – what did you do for the internship during this time period?**

**What did you learn or what professionally useful engagement did you have during this time period?**

**Describe any difficulties you are having with the internship?**

# **SAMPLE**

# SUPERVISOR/MENTOR EVALUATION

**Please return to:**

DEPARTMENT CHAIR  
DEPT. OF ENVIRONMENTAL SCIENCE  
One Bear Place, # 97266  
BAYLOR UNIVERSITY  
WACO, TX 76798-97266  
or email to Professor of Record

**To the student, please fill out the following information:**

**Name of student:** \_\_\_\_\_

**Dates of internship:** \_\_\_\_\_

**Organization and location of internship:** \_\_\_\_\_

**To the supervisor – *please comment on the following:***

**Attention to the job:**

- 1 – Did the student arrive at work on time and work the required hours?
  
- 2 – Did the student fully apply herself/himself to the job? How much effort did the student make to complete assigned task in a timely manner?
  
- 3 – Did the student comply with safety procedures and other workplace policies, such as dress codes and equipment maintenance procedures?

**Cooperation and relationships:**

- 4 – Did the student make an effort to cooperate with other employees or project participants at the work location? If applicable, was the student polite and professional when interacting with clients, customers or the public?
  
- 5 – Did the student follow instructions and cooperate with his/her supervisors/mentors?
  
- 6 – Did the student contribute positively to the social and team environment of your organization, program or department?



**Quality of work:**

7 – Was the student's work of adequate quality? Please indicate if the work was exceptional, or conversely, below standards.

8 – If the student prepared written documents or reports, was the student's written work of adequate quality in terms of content, sophistication, style and clarity?

9 – If the student performed scientific analyses or data collection, was the work adequately precise, accurate and of adequate quality and quantity?

10 – If the student conducted sampling or monitoring, did the student have an adequate knowledge of appropriate techniques and methodologies, and were these properly applied to assigned tasks?

11 – How effective was the student's project in improving sustainability or enhancing programs to encourage sustainability?

**Professional growth and maturity:**

12- Did the student demonstrate commitment to developing her or his leadership skills and implementation?

13 – Did the student make a serious effort to improve her or his performance throughout the internship experience?

14 – Was the student able to work independently and solve the problems he/she encountered in the work environment?

15 – How could this student improve in terms of leadership and environmental skills and applications?

16 - Describe the student's strengths and weakness in completing the internship. What does the student do well? What does the student need to correct or improve? Include any observations that might be useful to the student's professional development.

Supervisor signature: \_\_\_\_\_

Name printed: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

\_\_\_\_\_