

**UNDERGRADUATE  
ENVIRONMENTAL  
INTERNSHIP  
HANDBOOK  
2023 Revision**

**ENV 3V93 and 4V93**

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

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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 work load 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 insure 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**