

North Carolina State University Course Action Form**ES 496 – Internship**

Proposal Type: New Course

Proposed Date: Jan. 11, 2010

Department/Program: Environmental Sciences Academic Program

Abbreviated Title: Internship

Scheduling: Fall / Spring, in Every Year

Offerings: On-Campus

Credit Hours: 1-3

Contact Hours

Internship/Practicum/Field Work: 1-3

Grading: S/U

Enrollment per Semester: 10

Enrollment Maximum per Section: 10

Multiple Sections: TBD

Repeatable: Yes

Catalog Description

Students can earn 1 -3 Cr for completing internships in the public or private sectors. Emphasis is placed on gaining work experience needed to explore and plan careers in the environmental field. Students must prepare an Internship Proposal.

Curriculum/Minors for Which Course is Designed

Environmental Science B.S.

Course Justification

The new course, ES 496 Internships, will allow students in the ES Academic Program to earn 1-3 Cr per semester, but no more than 6 Cr, for internships and thereby partially or completely fulfilling the required 3 Cr of "External Learning Experience." Students will gain valuable experience helping ensure success in the classroom and in the real world. ES 496 Internship is one of a package of five courses designed to expand educational opportunities for ES students. The four other courses include: ES 495 Special Topics, ES 497 Professional Development Workshop, ES 498 Research, and ES 499 Thesis.

Internships can be completed in agencies in the public or private sectors. In some cases, internships may be accomplished in academic institutions, but internship credits will not be awarded for traditional course work or for research projects. Typically, the work for 1-3 Cr of ES 496 Internship will be completed in one semester. Credits earned in ES 496 Internship count towards the ES degree for those majoring in ES. Students outside the ES Academic Program may also register for ES 496 Internship.

ES 496 Internship provides academic credit for students who explore career paths in environmental sciences. Students wishing to participate must write an Internship Proposal signed by the student, an ES Advisor, and the Intern Host prior to registration for ES 496. A copy of an Internship Proposal form is included with the attached course syllabus. Other formats for

the Internship Proposal can be used, but the student, Internship Host, and the ES Advisor must sign it. Student internships may be paid, or unpaid, depending on the Intern Host. The key for the Intern is a meaningful work experience with learning at a rate similar to that occurring in a classroom. Student interns must not be used as a source of free, menial labor and educational objectives of the internship activity must be articulated in the Internship Proposal.

Grades for ES 496 interns are S/U. At mid-term, the Intern Host meets with the intern to review the work. The Host submits a written review of progress at mid-term to the ES Advisor. At term end, the Host meets with the Intern to review the project, and sends an evaluation to the ES Advisor. An example of a final evaluation form is attached. The ES Advisor submits the grade.

Previous Enrollment

This course has never been offered and therefore has no enrollment data.

Resources Statement

No additional resources are required.

Consultation With Other Departments

Materials describing the course are posted on the ESNR website, and notices inviting comments sent to all colleges.

Prerequisites & Co-Requisites

None.

Instructors Responsible for Course

William E. Winner

Course Syllabus

ES 496 – Internship

Section 001
SPRING 2010
3 Credit Hours

Course Description

Students can earn 1 -3 Cr for completing internships in the public or private sectors. Emphasis is placed on gaining work experience needed to explore and plan careers in the environmental field. Students must prepare an Internship Proposal.

Learning Outcomes

1. Students will increase knowledge of employment in environmental careers, the behavior and conduct of professional environmental scientists, and the outcome of being a professional environmental scientist.
2. Students will see the process of transferring their academic knowledge to the workplace.
3. Students will create a workplace product that is recognized and can be evaluated.
4. Students will become familiar with networking within and between environmental employers.

Course Structure

Students can earn 1-3 Cr in ES 496 by completing 50-150 hours of work in agencies in the public or private sectors.

Instructors

William E Winner (*wewinner*) - *Instructor*

Email: wewinner@ncsu.edu

Web Page: www.ncsu.edu/esnr

Phone: 919-515-5780

Office Location: 2231 Jordan Hall Addition

Office Hours: By Appointment

Course Meetings

None.

Course Materials

None.

Requisites and Restrictions

None.

General Education Program (GEP) Information

GEP Category

This course does not fulfill a General Education Program category.

GEP Co-requisites

This course does not fulfill a General Education Program co-requisite.

Transportation

Students will be required to provide their own transportation for this class. Non-scheduled class time for field trips or out-of-class activities is NOT required for this class.

Safety & Risk Assumptions

None.

Grading

Grade Components

Requirements for Credit-Only (S/U) Grading

S/U grading will be used for this course. To earn an S grade, students will complete 50 hours of work for each Cr, up to 3 Cr per semester, and for no more than 6 Cr in a setting with working professionals in the environmental industry. The Internship Host will evaluate students at mid-term and at the end of term, and provide written evaluations to the ES Advisor who submits the grade. The evaluation will address the elements of the internship proposal including the extent to which learning outcomes were met and the qualities of the internship product. For more details refer to

http://www.ncsu.edu/policies/academic_affairs/courses_undergrad/REG02.20.15.php.

Requirements for Auditors (AU)

Information about and requirements for auditing a course can be found at http://www.ncsu.edu/policies/academic_affairs/pols_regs/REG205.00.5.php.

Policies on Incomplete Grades

If an extended deadline is not authorized by the instructor or department, an unfinished incomplete grade will automatically change to an F after either (a) the end of the next regular semester in which the student is enrolled (not including summer sessions), or (b) the end of 12 months if the student is not enrolled, whichever is shorter. Incompletes that change to F will count as an attempted course on transcripts. The burden of fulfilling an incomplete grade is the responsibility of the student. The university policy on incomplete grades is located at http://www.ncsu.edu/policies/academic_affairs/grades_undergrad/REG02.50.3.php.

Late Assignments

Students earning 1-3 Cr in ES 496 Internship are expected to be complete the activity in one semester. Exceptions may result from unusual situations, beyond student control, and may result in an incomplete grade. Incomplete grades will only be given with prior arrangement with the ES Advisor and the Internship Host.

Students are responsible for completing assignments and submitting them by the deadlines given by instructors. Late assignments will only be accepted in the case of verified/documented emergencies. See the University Attendance Policy: http://www.ncsu.edu/policies/academic_affairs/courses_undergrad/REG02.20.3.php

Attendance Policy

Attendance

Students will participate in the internship activity by working according to the times agreed to in the Internship Proposal. Deviations in the schedule of attendance are appropriate only if agree to in advance by the student and by the Internship Host. Failure to comply with the work schedule may result in breaking the contract and withdrawing from the course, or earning a U grade.

Attendance is required. After two unexcused absences, two points may be deducted from the final score for each additional absence. This policy is based upon the NCSU Attendance Policy:

http://www.ncsu.edu/policies/academic_affairs/courses_undergrad/REG02.20.3.php

Absences

In case of emergencies (serious illness, injury, death, or illness in the family, university duties, court attendance, or religious observance), please notify the intern host and ES advisor as soon as possible. This policy is based upon the NCSU Attendance Policy:

http://www.ncsu.edu/policies/academic_affairs/courses_undergrad/REG02.20.3.php

Makeup Work

You are responsible for all work missed and for any assignment announced on the day you were absent. This policy is based upon the NCSU Attendance Policy:

http://www.ncsu.edu/policies/academic_affairs/courses_undergrad/REG02.20.3.php

Additional Excuses Policy

None.

Academic Integrity

Academic Integrity

Students are required to comply with the university policy on academic integrity found in the Code of Student Conduct found at

http://www.ncsu.edu/policies/student_services/student_discipline/POL11.35.1.php

Students are bound by the academic integrity policy as stated in the NCSU Code of Student Conduct.

Academic Honesty

See http://www.ncsu.edu/policies/student_services/student_discipline/POL11.35.1.php for a detailed explanation of academic honesty.

Students are required to uphold the University Pledge of Honor and exercise honesty in completing every assignment.

Honor Pledge

Your signature on any test or assignment indicates "I have neither given nor received unauthorized aid on this test or assignment."

Electronically-Hosted Course Components

Students may be required to disclose personally identifiable information to other students in the course, via electronic tools like email or web-postings, where relevant to the course. Examples include online discussions of class topics, and posting of student coursework. All students are expected to respect the privacy of each other by not sharing or using such information outside the course.

Electronically-hosted Components: <http://vista.ncsu.edu>

Accommodations for Disabilities

Reasonable accommodations will be made for students with verifiable disabilities. In order to take advantage of available accommodations, student must register with the Disability Services Office (<http://www.ncsu.edu/dso>) located at 1900 Student Health Center, Campus Box 7509, 515-7653. For more information on NC State's policy on working with students with disabilities, please see the Academic Accommodations for Students with Disabilities Regulation at

http://www.ncsu.edu/policies/academic_affairs/courses_undergrad/REG02.20.1.php.

Policy on Discrimination

NC State University provides equality of opportunity in education and employment for all students and employees. Accordingly, NC State affirms its commitment to maintain a work environment for all employees and an academic environment for all students that is free

from all forms of discrimination. Discrimination based on race, color, religion, creed, sex, national origin, age, disability, veteran status, or sexual orientation is a violation of state and federal law and/or NC State University policy and will not be tolerated. Harassment of any person (either in the form of quid pro quo or creation of a hostile environment) based on race, color, religion, creed, sex, national origin, age, disability, veteran status, or sexual orientation also is a violation of state and federal law and/or NC State University policy and will not be tolerated. Retaliation against any person who complains about discrimination is also prohibited. NC State's policies and regulations covering discrimination, harassment, and retaliation may be accessed at http://www.ncsu.edu/policies/campus_environ or http://www.ncsu.edu/equal_op. Any person who feels that he or she has been the subject of prohibited discrimination, harassment, or retaliation should contact the Office for Equal Opportunity (OEO) at 515-3148.

Course Schedule

TBD

DRAFT

Dr. William E. Winner
Coordinator, Env. Sci. Program
Jordan Hall 2231
Phone: 919.515.5780
Email: wewinner@ncsu.edu

Dear _____,

Thank you for agreeing to work with one of our ES students. We hope the internship will be beneficial for both your organization and the student. Because students are receiving academic credit for this internship, I ask for your cooperation with the following policies.

1. Students must work at least 50 hours to receive 1 Cr. With the maximum credit hours to be 3 Cr, or 150 hours worked.
2. Students may do any kind of work that is useful for your organization, but they are required to complete at least one professional project indicating that they have learned or developed a specific skill related to Environmental Science.
3. Please mail, or email me the three page evaluation by _____; this evaluation may be shared with the student. You can mail it to William E. Winner, Box 8008, Environmental Sciences Academic Program, North Carolina State University, Raleigh NC 27695-8008, or email it to me at wewinner@ncsu.edu.

Please contact me if you have any questions regarding the student or the program. Again, thank you for your help in teaching our students to become professionals.

William E. Winner, Ph. D.
Professor, Dept. of Forestry and Env. Res.
Coordinator, Env. Sci. & Natural Res. Programs
Coordinator, University Energy Council
Office: 2231 Jordan II
Telephone: 919.515.5780
Email: wewinner@ncsu.edu

FINAL STUDENT INTERN PERFORMANCE APPRAISAL

Intern's Name _____

Agency/Organization _____

Main duties as part of internship _____

Credit Hours proposed: _____

Internship Supervisor _____

Supervisor Title _____

Phone Number _____ Address _____

Email _____

Please evaluate the intern by giving an objective assessment of his/her performance on the job. Discuss the evaluation with the intern and send a copy of the evaluation to the University supervisor- William E. Winner, Environmental Sciences Academic Program, Box 8008, NC State University, Raleigh, 27695-8008. Questions? Phone (919) 515-5780.

Using the rating scale below rate the interns on each applicable item to your agency/organization's program and the assignments given to the intern. Ratings should reflect your overall impression. Be as accurate and objective as possible since this completed form will become part of the student's record.

- Complete this review, using the following scale: **1 = Needs Work (Unsatisfactory)**
2 = Gets By (Marginal)
3 = Meets Requirements
4 = Exceeds Requirements
5 = Exceptional

PERSONAL QUALIFICATIONS

	5	4	3	2	1
Appearance: Grooming and dress are neat and appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enthusiasm and Energy: Ample energy for demands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conversational Ability: Pleasing voice, easily understood, appropriate vocabulary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional Stability: Poised, calm, handles the unexpected with ease, can work under pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility and Dependability: Reliable and on time, accepts responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative and Resourcefulness: Seeks out opportunities to make a contribution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal Relations: Friendly, sincere and respectful, uses tact, liked by other employees, effective in social situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude Towards Constructive Criticism: Welcomes suggestions, solicits help, makes efforts to improve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Desire to Learn: Shows interest in job assignments, demonstrating desire to learn as much as possible about the operations and functions of the agency/organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperativeness: Demonstrates willingness to help others get the job done, adaptability to team efforts, promotes common interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility: Ability to juggle several projects/assignments simultaneously, copes with diversity and complexity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativeness/Innovativeness: Ability to generate original ideas or solutions or to borrow from and/or modify available resources in order to meet the requirements of a given situation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment: Makes good, deliberate decisions after considering both sides of an issue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PROFESSIONAL COMPETENCIES

	5	4	3	2	1
Ability to Analyze Problems: Anticipates problems, analyzes and selects appropriate solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning and Organizing: Plans and organizes assignments needing only occasional direction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Communication Skills: Ability to write memos, letters, and reports, and fill out forms in a clear, concise manner using appropriate vocabulary, grammar, and syntax	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Relations: Greets people in a friendly, courteous manner, creates a favorable impression on the public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Preparation: Possesses the basic knowledge and technical skills necessary to successfully accomplish assignments and responsibilities, appears sufficiently competent and adequately prepared	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership: Capable of planning, organizing, and directing the work or activities of others in a manner to produce satisfactory results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Precision and Detail: Pays attention to detail, follows through on assignments, is thorough and accurate, demonstrates standards of excellence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Conduct: Observes organizational policies, procedures, rules, and regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Has the intern made progress toward the goals established and agreed upon as stated in the Internship Proposal? Yes No

What advice do you have for the intern for improving his/her performance?

Internship Supervisor: _____

Student Intern: _____

ES 496 INTERNSHIP:

INTERNSHIP PROPOSAL

1. Contacts:

Student: _____

Intern Host: _____

ES Advisor: _____

2. Location of Internship Experience: _____

3. Semester Date and Academic Credits Sought: _____

4. Internship Schedule of Work: _____

5. Intern's Activities and Work Products: _____

6. Expected Learning Outcomes: _____

7. Internship Host Commitments: The Intern Host acknowledges the requirement to meet at mid-term with the Intern to evaluate progress towards products and learning objectives. The Intern Host acknowledges the requirement to meet at term end with the Intern to evaluate the final products and progress with learning objectives. The Intern Host acknowledges the responsibility for submitting written mid-term and final evaluations, along with a grade recommendation, to the ES Advisor.

8. ES Academic Advisor Commitments: The ES Academic Advisor acknowledges the requirement to be available to the Intern throughout the internship activity. The ES Advisor acknowledges the requirement to request delinquent mid-term or end of term evaluations, and to submit the grade for the work in a timely fashion.

9. ES Student Commitments: The ES Student acknowledges responsibility for professional conduct at the host institution. The student recognizes responsibility for performing assignments specified in this proposal, and that failure to do so can result in an Unsatisfactory grade, or terminating the Internship activity resulting in no credits. The student acknowledges responsibility for effectively communicating with the ES Advisor and with the Internship Host throughout the work period.

The student acknowledges that participation in the Internship activity is elected and not required. The student assumes full responsibility for any risk, damage, loss, or personal injury that may be sustained from the internship activity.

10. Last day to drop classes in the semester:

11. Signatures:

Student: _____

ES Advisor: _____

Internship Host: _____

SIGNATURE PAGE

COURSE ACTION FOR ES 496

Recommended By

HEAD, DEPARTMENT/PROGRAM

Date

Endorsed By

CHAIR, COLLEGE COURSES & CURRICULA COMMITTEE

Date

COLLEGE DEAN

Date

Approved By

CHAIR, UNIVERSITY COURSES & CURRICULA COMMITTEE

Date

CHAIR, COUNCIL ON UNDERGRADUATE EDUCATION

Date

DEAN OF UNDERGRADUATE ACADEMIC PROGRAMS

Date

Approved Effective Date