

# EnvS 598 Internship packet

Information, application and evaluation forms are attached.

The following must be completed to receive a passing grade:

- ✓ Internship application
- ✓ Job description, provided by your internship supervisor/employer
- ✓ Mid-term evaluation (Both parts 1 and 2)
- ✓ Final evaluation
- ✓ Final report (see requirements page)

Remember, students are responsible for enrollment, whether through Vandal Web or with a Change of Registration form.

# EnvS 598 Internship Requirements

**Basic Requirements.** Intern must be a graduate student in Environmental Science. Please complete and submit the attached application form to the EnvS office before registering for an internship.

**Registration.** Intern must register for EnvS 598 for the semester in which the internship occurs. You may register for one, two or three credits depending upon the following criteria. One credit: observation and general work-related duties as assigned (minimum 40 hours effort); two credits: above plus demonstrated work product (minimum 80 hours effort); three credits: all of the previous plus demonstrated competence in the work environment (minimum 120 hours effort).

**Evaluation Forms.** Intern and internship supervisor (in the work place) should agree to an initial work plan. They must also agree to complete and return the attached mid-term and final evaluation forms to the Environmental Science Program. The supervisor is expected to discuss the evaluation with the intern before returning it to EnvS. **The return of the completed and signed evaluation forms and final report is your responsibility. No evaluations, no credits.**

**Final Report.** Students must submit a final written report the last week of the semester in which the internship is completed. The report must be typed and double-spaced, and should be no longer than three pages. It should address the following points:

## **A. The quality of the internship experience**

- What did you learn and how does it apply to the field of environmental science?
- In which areas do you still need to improve or refine your knowledge and skills?
- If you could do it over, what would you do differently?

## **B. The organization and supervision**

- Describe for whom you worked.
- How did your work contribute to the organization or workplace?
- Describe the feedback you received from your supervisor and fellow workers.
- If the organization offered you a job, would you take it? (Why or why not?)

## **C. Additional comments**

- If you have additional comments not covered in the above A and B, please add them.
- Do you think your internship helped prepare you for work after college?

**Final Grade.** Internships are graded on a standard grading system of A/B/C/D/F/I. Failure to submit the completed mid-term and final evaluation forms and a final written report by the end of the term enrolled may result in a failing grade.

**Questions/concerns/problems.** Contact the Environmental Science Program at 208-885-6113 or [envs@uidaho.edu](mailto:envs@uidaho.edu).

# EnvS 598 Internship – Application

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

Semester of proposed internship: \_\_\_ Fall \_\_\_ Spring \_\_\_ Summer Year: \_\_\_\_\_

Student's name: \_\_\_\_\_ ID \_\_\_\_\_

Major: \_\_\_\_\_ Credits completed to date: \_\_\_\_\_ Overall GPA: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

\_\_\_\_\_  
Student's signature

## To be completed by your internship supervisor

Supervisor's name: \_\_\_\_\_

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

Company: \_\_\_\_\_ Location: \_\_\_\_\_

Supervisor's title: \_\_\_\_\_

Is the internship: PAID \_\_\_ or UNPAID \_\_\_ If unpaid, will organization cover intern's registration fees?  
YES \_\_\_ NO \_\_\_

Internship title and/or description:

Estimated number of hours intern will work per week: \_\_\_\_\_

Start date: \_\_\_\_\_ End Date: \_\_\_\_\_

**\*\*\* Please provide a job description with this signed application \*\*\***

\_\_\_\_\_  
Internship supervisor's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Major Advisor

# EnvS 598 Internship – Mid-term Evaluation, Part 1

(This section to be filled out by the student)

Your name: \_\_\_\_\_

Please reflect on your internship to this point and list one or more aspects of your internship that is going well, and you hope will continue:

Please list one or more aspects of your internship experience that could be improved, and possible ways in which these improvements could be made:

Please rate your own level of initiative in your internship work (Scale: 1 – unsatisfactory; 2 – somewhat satisfactory; 3 – satisfactory; 4 – above average; 5 – excellent) \_\_\_\_ Do you feel that your supervisor is satisfied with your performance, why or why not?

Student signature \_\_\_\_\_

## EnvS 598 Internship – Mid-term Evaluation, Part 2

(This section to be filled out by the student's immediate supervisor during internship)

Student's name: \_\_\_\_\_

Student's duties/job title:

Supervisor's name: \_\_\_\_\_

Title: \_\_\_\_\_

**Rate the student intern in these general categories:**

(Scale: 1 – unsatisfactory; 2 – somewhat satisfactory; 3 – satisfactory; 4 – above average; 5 – excellent)

- \_\_\_ Ability to write/produce/communicate effectively
- \_\_\_ Ability to work independently
- \_\_\_ Ability to complete assigned tasks and meet deadlines
- \_\_\_ Ability to work with others
- \_\_\_ Overall quality of student's work

Please comment on your above responses, and on the intern's particular strengths and weaknesses (use the back of the form if necessary).

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return this form to: Elise Kokenge ([ekokenge@uidaho.edu](mailto:ekokenge@uidaho.edu)), Environmental Science Program, University of Idaho, PO Box 441130, Moscow ID 83844-1130, Fax: 208-885-4174,

# EnvS 598 Internship – Final Evaluation

(To be filled out by the student's immediate supervisor during internship)

Student's name: \_\_\_\_\_

Student's duties/job title:

Supervisor's name: \_\_\_\_\_

Title: \_\_\_\_\_

**Rate the student intern in these general categories:**

(Scale: 1 – unsatisfactory; 2 – somewhat satisfactory; 3 – satisfactory; 4 – above average; 5 – excellent)

- Ability to write/produce/communicate effectively
- Ability to work independently
- Ability to complete assigned tasks and meet deadlines
- Ability to work with others
- Overall quality of student's work

Please comment on your above responses, and on the intern's particular strengths and weaknesses (use the back of the form if necessary).

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return this form to the Environmental Science administrative assistant and your major professor prior to the last day of the semester in which the internship was completed.