STUDENT LEARNING OUTCOMES

- Gain experience self-motivating relationships and opportunities for career development and advancement
- Examine the interactions and relationships between science, policy, law, and societal values in the workplace
- Develop an understanding of decision-making based on evidential scholarly and scientific principles
- Apply environmental concepts and knowledge in a work-related setting
- Acquire an understanding of the personal and professional traits necessary to achieve success in the workplace

COURSE OBJECTIVES

This course is designed to provide:

- Practice self-motivating relationships for career opportunity and growth
- Make learning connections between under-graduate study and practice on the environment.
- Opportunities to grow, perhaps leading directly or indirectly, through improved curriculum vitae, to further early career work.

COURSE STRUCTURE

Finding an internship: Typically, students identify their own internship opportunities (see Student Learning Outcomes and Course Objectives, above). Internships can be found in official and publicly posted opportunities. Internships can be paid or unpaid. Very many involve voluntary work. Often self-found, unpaid and voluntary internships provide better training than more formal internships so do not discount an internship, for example, with a small community group in your neighborhood. Less formal or unposted internship opportunities can be found by searching on-line for local environmental organizations and contacting their spokespeople and asking if you can assist by them supporting you as an intern. You can use this syllabus and the documents downloadable from the course’s Canvas page to help explain to your sponsor what is required of them.
Lists of more formal current and past internships or sponsoring organizations can be found:

a. On the ENVS student page in Canvas - https://csus.instructure.com/courses/54289/discussion_topics/367251

The sponsors of both outdated and current postings can be usefully contacted to enquire about internships.

**Attendance & Participation:** Students are required to participate in at least 150 hours of internship with an organization, agency, business or service.


*NOTE:* Use Acrobat to complete the form so that when you have finished its parts and push the ‘submit’ button, it is automatically e-mailed to our Department’s administrator. If you have difficulty with the form, download, manually complete it and email it envs-sc@csus.edu

**Requirements**

*Before starting*

1. Go to Canvas and complete the Internship Pre-Approval forms and upload to Canvas or work through the CEC documentation in the on-line portal. registration (you will be notified which is appropriate to your circumstance, and an internship packet or link to the portal provided to you, soon after you have completed the ‘Interest in Internship’ form, above).

2. Completing Internship Pre-Approval Risk Matrix and Learning Agreement forms with your sponsor. Then schedule an appointment with the course instructor. This will require that you meet with each to agree on the risks of the role and how those risks will be addressed on the job for your safety and well-being. More detail instructions are provided with the risk assessment and mitigation excel spreadsheet. (see *NOTE*, below).

*NOTE:* The internship may not commence until these items (1-2) are received and approved by the administrator and course instructor, respectively.

*During your internship*

3. Keeping a daily journal during your internship
4. Submitting a mid-term report (as you near, or soon after, completing 75 hours of work)

*After finishing*

5. Submitting a final report (once 150 hours work are completed)
6. Obtain a letter (on official letterhead) from your site supervisor confirming that you completed 150 hours if internship work.

**COURSE TEXT**

None
ASSESSMENT & GRADING
A grade of ‘Credit’ (CR) is based on successful completion of the internship requirements (see ‘Requirements’, above).
A grade of ‘No-credit’ (NC) will be awarded if the requirements are incomplete at the semesters end.

NOTE: Internships are seldom timed with the semester (see ‘Course Schedule’, below). We have great flexibility about the start and ending dates of internships (so long as Internship Pre-Approval forms are completed (see ‘Requirements’, above). Thus, internships are sometimes not complete at the semesters end. When that occurs, an ‘Incomplete’ (I) grade is awarded and then later changed to CR when the requirements are met. This is routine. Do not be concerned if an NC appears after the semesters end. But do work diligently to complete the requirements and keep the instructor informed about your progress and expected end date, especially if that changes from the date previously agreed.

COURSE SCHEDULE
Internships can begin and end at any time so long as they overlap the semester of your enrollment and so long as pre-internship documentation is completed before you begin (see ‘Requirements’, above).

UNIVERSITY RESOURCES
If you are experiencing challenges with food, housing, financial or other unique circumstances that are impacting your education, help is just a phone call or email away! The CARES office provides case management support for any enrolled student. Email us at cares@csus.edu or call us at 916-278-5138

Academic Integrity: Students are expected to be familiar with and abide by the CSUS Policy of Academic Honesty. Failure to abide by the policy – i.e. cheating, plagiarism, or other forms of academic dishonesty – may result in a failing grade on the assignment or in the course, at the discretion of the professor. Any form of academic dishonesty, including cheating and plagiarism, will also be reported to the office of student affairs. The principles of truth and honesty are recognized as fundamental to a community of scholars and teachers. California State University, Sacramento expects that both faculty and students will honor these principles, and in so doing, will protect the integrity of academic work and student grades. Read more about Sac State's Academic Honesty Policy & Procedures at http://www.csus.edu/umanual/AcademicHonestyPolicyandProcedures.htm

At Sac State, “cheating is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means.” “Plagiarism is a form of cheating. At Sac State, “plagiarism is the use of distinctive ideas or works belonging to another person without providing adequate acknowledgement of that person’s contribution.” As such, plagiarism will not be tolerated. Students caught plagiarizing the work of others will be reported to the Vice President for Student Affairs and will receive an F in the class. Consistent with Sacramento State’s efforts to enhance student learning, foster honesty, and maintain integrity in our academic processes, we will use a tool called Turnitin to compare a student’s work with multiple sources. The tool compares each student’s work with an extensive database of prior publications and papers, providing links to possible matches and a ‘similarity score’. The tool does not determine whether plagiarism has occurred or not. Instead, the instructor must make a complete assessment and judge the originality of the student’s work. All submissions to this course may be checked using this tool. Students should submit papers to Turnitin assignments without identifying information included in the paper (e.g. name or student number), the system will automatically show this info to faculty in your course when viewing the submission, but the information will not be retained by Turnitin. More information is available at http://www.csus.edu/umanual/AcademicHonestyPolicyandProcedures.htm

Also Visit: http://library.csus.edu/content2.asp?pageID=353 for specific guidance.
Americans with Disabilities Act
California State University, Sacramento does not discriminate on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by federal laws and regulations. The student has the responsibility of informing the course instructor (at the beginning of the course) of any disabling condition, which will require modification to avoid discrimination. Student responsibility primarily rests with informing faculty at the beginning of the semester and in providing authorized documentation from the Student Disability Services (SDS) Office. Professors are responsible for providing accommodations from the time they receive notice of the disability via memo from SDS.

Promoting a Positive Learning Environment
CSUS recognizes its responsibility to promote a safe and diversity-sensitive learning environment that respects the rights, dignity, and well-being of students, faculty, and staff. Diversity means the fair representation of all groups of individuals, the inclusion of contrasting perspectives and voices, together with the appreciation and valuing of different cultural group practices. Moreover, we aspire to foster a climate of mutual respect and empathy, among and between students, faculty, and staff, by nurturing an atmosphere that is free from discrimination, harassment, exploitation, or intimidation. Departmental courses will strive to provide an opportunity for all students to openly discuss issues of diversity including, but not limited to, age, disability, ethnicity, gender, race, religious beliefs, and sexual orientation.