COLLEGE OF SOCIAL SCIENCE & INTERDISCIPLINARY STUDIES
DEPARTMENT OF ENVIRONMENTAL STUDIES

INTERNSHIP: ENVS 195

Ongoing Syllabus

Instructor: Professor Wayne L. Linklater, Ph.D.
Office hours: Use EAB https://csus.campus.eab.com/ to schedule appointments during office hours [include a reason for the meeting, e.g., 'Internship' or 'ENVS 195']
Zoom room: 916 278 6671, https://csus.zoom.us/j/9162786671
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Important, pre-emptive note about course details – Before you begin this course, please read this entire syllabus. It contains instructions to help you work through the course requirements efficiently. Knowing what is required for the later assignments and documentation will help you expedite and complete required early documentation.

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 professional 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 by searching official and publicly posted opportunities, or by contacting institutions, agencies and community groups, especially if they have offered internships in the past.

Internships can be paid or unpaid. Very many involve voluntary work. Self-found, unpaid and voluntary

internships can provide training as good as 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 in the partnership.

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
  b. On the UEI website, Handshake – https://csus.joinhandshake.com/login
  c. On CEC's community partners page - https://www.csus.edu/experience/anchor-university/community-engagement-center/internal/community-partner-list.html.
  d. We also send out notices about new internship opportunities as they arrive via SacSend during the semester so monitor your InBox for those.
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. The are required to submit their documentation and reports to Canvas as assignments for review and credit.

Enrollment: To enroll in ENVS 195 simply complete the "Interest in Internship" form on the ENVS Department website – https://www.csus.edu/college/social-sciences-interdisciplinary-studies/environmental-studies/_internal/_documents/envs-interest-internship-fillable-form-for-websitewith-it-edits-3-17-21.pdf.
NOTE: If you have difficulty submitting the form, download, manually complete it and email it to envs-sc@csus.edu

After we receive your form, we will manually enroll you in the appropriate semester. We will also then provide you access to the ENVS 195 – Internship – Canvas page, where you should familiarize yourself with the requirements of the course.
NOTE: After we receive your form, we will contact you by email to direct you to either Canvas or the Community Engagement Center's portal to complete your pre-approval documentation.
  a. If your sponsor organization has a pre-existing agreement with Sac. State to support internships, then you will be asked to complete your Pre-Approval documentation, learning agreement, and final internship assessment form on the CEC portal here:
  b. If your sponsoring organization does not have an agreement with Sac State, you will complete your pre-Approval documentation, learning agreement and final internship assessment form to Canvas.
We will tell you by email whether you need to follow course (a) or (b) after we have received your "Interest in Internship" form.

All students must complete the Risk Assessment and Mitigation Matrix before or as they begin their internship. It is available as a module and assignment on the course's Canvas site

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, as directed (see 'Enrollment' above).
2. Completing Internship Pre-Approval, Risk Matrix and Learning Agreement forms with your sponsor to identify and 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). Once drafted, upload the Risk matrix and Learning agreement to Canvas and schedule an appointment, using EAB, with the course instructor to review them. Once approved by the instructor you should obtain your sponsor's signature on the forms in the appropriate place and upload the signed, completed, and revised versions, to Canvas.

NOTE: Only obtain your sponsors signature once the instructor has approved the completed risk matrix to prevent having to ask your sponsor for their signature twice.

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. To make your daily journal relevant to the task, read the instructions to the mid-term and final report before starting your internship. Knowing what is expected for your mid-term and final report will help you know what is useful to include in your daily journal.
4. Submitting a mid-term report (as you near, or soon after, completing 75 hours of work)

After finishing 150 hours
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 and also upload it to Canvas.
7. Complete the one-page internship assessment form on Canvas or the CEC portal (whichever you started on).

NOTE: The instructions describing each of the requirements above are available on Canvas under 'Modules' and 'Assignments' pages.

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 flexibility about the start and ending dates of internships so long as Pre-Approval forms are completed before or as you begin your internship (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, pre-internship documentation is completed before you begin (see 'Requirements', above). You should enroll in ENVS 195 in the semester that most overlaps with your internship work.

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

Services to Students with Disability (SSWD)
Sacramento State is committed to ensuring an accessible learning environment where course or instructional content are usable by all students and faculty. If you believe that you require disability-related academic adjustments for this class, please immediately contact Services for Students with Disabilities (SSWD) to discuss eligibility. A current accommodation letter from SSWD is required before any modifications, above and beyond what is otherwise available for all other students in this class will be provided.

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.

Student Health and Counseling Services
Your physical and mental health are important to your success as a college student. Student Health and Counseling Services (SHCS) in The WELL offers medical, counseling, and wellness services to help you get and stay healthy during your time at Sac State. SHCS offers: Primary

Care medical services, including sexual and reproductive healthcare, transgender care, and immunizations; urgent care for acute illness, injuries, and urgent counseling needs; pharmacy for prescriptions and over-the-counter products; mental health counseling, including individual sessions, group counseling, support groups, mindfulness training, and peer counseling; athletic training for sports injury rehabilitation; wellness services, including nutrition counseling, peer-led health education and wellness workshops, and free safer sex supplies; violence and sexual assault support services. Most services are covered by the Health Services fee and available at no additional cost.

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.

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.