



INTERNSHIP: ENVS 195 Ongoing Syllabus



Instructor: Dr. Wayne Linklater

Office hours: By appointment. Please use EAB <https://csus.campus.eab.com/pal/-spXXKE55b> to schedule an appointment. If no available times are suitable, email me directly to schedule a suitable time.

E-mail: wayne.linklater@csus.edu **Zoom room:** 916 278 6671: <https://csus.zoom.us/j/9162786671>

Important, pre-emptive note – Please read this entire syllabus. Its content will help you explain the internship process to your potential employer. The on-site supervisor for your internship must be willing to sign your Learning Agreement and the Risk Assessment and Mitigation Register at the internship's beginning and provide a letter confirming hours worked at the internship's end. Thus, you should make sure that you understand the requirements and can explain those to your supervisor to be sure that you will be able to meet them. We have provided a Memo for your supervisor at the end of this syllabus that may also help.

COURSE OBJECTIVES¹

This course is designed to provide:



- Practice in developing relationships for career opportunity and growth
- Make connections between undergraduate study and professional environmental practice.
- Opportunities to grow, which may directly or indirectly lead to early career work through professional experience that enhances a student's resume, references, and independence.

¹ The Baccalaureate Learning Goals that the above objectives align to are given at the end of the syllabus.

STUDENT LEARNING OUTCOMES

- Gain experience in self-motivation and developing relationships and opportunities that support career development and advancement.
- Examine 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 personal and professional traits that foster success in the workplace.



TIMING – Begin your search for an internship early in your degree in case it takes longer than expected to find one. Ideally your internship will be completed before your final semester.

FINDING AN INTERNSHIP – Students must identify and secure their own internship opportunity.

Lists of current and past internships or sponsoring organizations are available:

- On the [Announcements](#), [Jobs](#), and [Internships](#) pages in the ENVS Student Canvas site. Visit Canvas to set up an alert so that you are notified when a new listing is added.
- The Environmental Studies Department’s Office often sends out notices about new internship opportunities to students during the semester so monitor your Inbox and Canvas for those.
- On the University Enterprises Inc (affiliate of Sacramento State) [website](#)
- On the University’s jobs page: [Handshake](#)
- Search the Community Engagement Centre’s [Community Partner page](#) (the keyword search is not flexible but can be useful if you persist and use a variety of appropriate key words).
- A lot of community partners offering internships can be found in Appendix 1 of this syllabus. Find the organization by searching for it in your web browser on the Community Partner Page linked above.

Other internships can be found by searching for official and publicly posted opportunities, or by finding and contacting institutions, agencies, and community groups doing environmental work in your local area.

APPROVED INTERNSHIP ORGANIZATIONS – If your internship is unpaid or voluntary work, it must be with an organization that is already approved to receive student interns. A complete list of organizations is available on the CEC community partner [webpage](#).

If you find an internship that is neither paid nor its organization listed on the CEC community partner webpage, contact the course instructor for approval before proceeding.

AFTER YOU HAVE FOUND AN INTERNSHIP – You can only enroll in ENVS 195 after you have secured an internship. Having found an internship, schedule an appointment with the course instructor (see the first page of this syllabus for the instructor’s contact details) to gain their approval and request enrollment in the course. At that meeting the instructor will review your internship opportunity for its suitability, describe the internship

curriculum, structure and requirements, add you to the course canvas site, and explain the assessment requirements for the course. Be prepared to address the following questions at that meeting:

- 1) What organization is your internship with?
- 2) What is the nature of the work?
- 3) When will your work start?
- 4) How many hours will be worked each week, and how long is it expected to continue?
- 5) What semester do you wish to be enrolled in ENV5 195 to receive credit for your internship (i.e., Fall or Spring).

The instructor will arrange for your enrollment in the course during the appropriate semester. You do not need to enroll yourself.

After you have accepted the invitation to the course's Canvas page and have access (check your Junk email folders if it is not in your In-Box), read the instructions for each module and assignment so that you know ahead of time the course's requirements.

Begin working through those requirements by first filling out the Internship Information sheet and Pre-approval Internship packet.

COURSE STRUCTURE

Internships can begin and end at any time, Pre-Internship documentation is completed before you begin (see 'Requirements', above). We will enroll you in ENV5 195 in the semester that most overlaps, or is subsequent to, your internship work.

Attendance & Participation

Students are required to participate in at least 120 hours of internship with an organization, agency, business, community group or service. They are required to submit their documentation and reports to Canvas as assignments for review and credit.

Requirements & Procedures

1. Go to Canvas and complete the *Internship Information Sheet* and *Pre-approval Internship Packet* and upload to Canvas. Be sure to include your site information.

As you begin your internship

2. During the first week of your internship and in consultation with your sponsor, draft the *Learning Agreement*, and *Risk Assessment and Mitigation Register*. Make sure you understand those documents and what they require BEFORE you approach your sponsor for their help. Doing so will reduce the likelihood that the instructor will require changes and accelerate progress. With your sponsor, 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 detailed instructions are provided in the risk assessment and mitigation excel spreadsheet (see *NOTE*, below). Once drafted, upload the draft Risk Matrix and Learning Agreement to Canvas for the course instructor to review them. After the instructor has approved those documents, you should obtain your sponsor's signature on them and upload the signed, completed, and revised versions to Canvas. Some worksites have their own risk assessment process and documentation. Where that is the case, that documentation can be used in the place of the documentation provided here.

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

During your internship

1. We recommend that you keep a journal. To make your journal relevant to the task, read the instructions for the mid-term and final reports 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 journal.
2. Begin researching and writing your mid-term report as you begin your internship. Submit the report for credit as you near, or soon after, completing 60 hours of work.

Completing your internship

1. Begin preparing your final report after you have submitted your mid-term report. Your final report will be presented during the semester of your enrollment.
2. Obtain a letter on official letterhead, signed by your site supervisor, confirming that you completed 120 hours of internship work. Upload the letter to Canvas.
NOTE: the letter from your sponsor might also serve as a useful reference so, as well as confirming that you completed 120 hours, you might ask your sponsor to write a full reference.
3. Complete the one-page internship assessment form on Canvas.
NOTE: The instructions describing each of the requirements above are available on Canvas under 'Modules' and 'Assignments' pages.

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.

Assignment	Type	Submission
SUBMIT AS SOON AS YOU FIND AN INTERNSHIP		
Internship info. & enrollment request form	Fillable electronic	Upload to Canvas
Pre-approval Internship packet	Fillable electronic	Upload to Canvas
Emergency Contact Info.	Fillable electronic	Give it to your internship supervisor
SUBMIT AT THE BEGINNING OF INTERNSHIP WORK		
Learning Agreement	Fillable electronic	Upload to Canvas
Risk Assessment & Mitigation	Fillable electronic	Complete and upload to Canvas
SUBMIT BEFORE YOU COMPLETE 60 HOURS INTERNSHIP WORK		
Mid-term report	Written	*.doc, *.docx, *.pdf, *.txt to Canvas
SUBMIT DURING THE SEMESTER – CLASS TIME TBD		
Final report	In-class presentation	8-minute presentation.
SUBMIT AFTER COMPLETING 120 HOURS INTERNSHIP WORK		
Reference letter from supervisor	Letter	Upload to Canvas
Post-internship survey	On-line survey	Visit link provided

Internships are seldom timed with the semester (see ‘Course Schedule’, below). Nonetheless, we have flexibility about the start and end dates of internships so long as Pre-Internship forms, Risk Register, and Learning Agreement are completed before or as you begin your internship (see ‘Course Structure’, above). Internships are sometimes not complete at the end of the semester. When that occurs, an ‘Incomplete’ (I) grade is awarded and then later changed to a ‘Credit’ (CR) when the requirements are met. This is routine. Do not be concerned if an ‘I’ grade appears after the semester’s 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 TEXT

None

WORKFLOW

STUDENT

Student finds internship and arranges a meeting with instructor to discuss the internship and course.

Student begins Canvas workflow, starting with reading, completing and uploading the Internship Information Sheet and Pre-approval Internship Packet documents as described in syllabus.

Hand the Emergency Contacts form to your supervisor.

The student begins keeping a daily journal when work starts, and preparing the mid-term report.

Student presents final report, and submits sponsor's letter and internship assessment survey.

INSTRUCTOR

Instructor makes preliminary evaluation of internship suitability at the meeting with student, and describes the best semester for enrollment.

If appropriate, the student is added to course's Canvas site to begin completing the Internship Information Sheet and Pre-approval Internship Packet for the more substantive and final evaluation.

Instructor notifies Department's Administrator which semester to enroll student for credit.

Instructor monitors, reviews and grades student's progress on Canvas through to course completion.

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 [Sacramento State's Academic Honesty Policy & Procedures](#).

At Sacramento 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.

The University Library provides further [guidance and resources](#).

BACCALAUREATE LEARNING GOALS

Knowledge of Human Cultures and the Physical and Natural World through study in the *sciences and mathematics, social sciences, humanities, histories, languages, and the arts*. Focused by engagement with big questions, contemporary and enduring.

Intellectual and Practical Skills, Including: *inquiry and analysis, critical, philosophical and creative thinking, written and oral communication, quantitative literacy, information literacy, teamwork and problem solving*, practiced extensively, across the curriculum, in the context of progressively more challenging problems, projects, and standards for performance.

Personal and Social Responsibility, Including: *civic knowledge and engagement—local and global,* intercultural knowledge and competence, ethical reasoning and action, foundations and skills for lifelong learning* anchored through active involvement with diverse communities and real-world challenges.



Memorandum

(revised June 23 2023)

You are receiving this letter because a Sacramento State student, enrolled in the Environmental Studies program, is hoping to use their work with you to also earn academic credit for their degree. Thank you for considering supporting that student's internship.

Students majoring in Environmental Studies are required to find their own internship and complete at least 120 hours of work. The internship can include voluntary or paid work. It can be with any organization involved in environmental work, including but not limited to community groups, non-profits, non-government organizations, private businesses, or city, county, state, or federal government, so long as it is paid or, if unpaid, has a formal agreement to support interns with the university.

The students earn academic credit by keeping an event and reflective journal, completing a mid-term written report (as they approach 60 hours worked) and a presentation as a final report (having completed 120 hours work). Those reports are designed to encourage students to learn more about the organization they are working for, to understand their role and the role of the organization, and to reflect on their experience and what they learned.

During the first week of their internship, the students are also required to complete a Risk Assessment and Mitigation Register and a Learning Agreement. The Risk Register is designed to engage the student in thinking about their health and safety on the job and training them in site and work safety assessment. The document also serves as an agreement between the student, their internship supervisor, and their academic advisor (me) about the risks of the role and the mitigations and sources of assurance put in place to address those risks.

The Learning Agreement is designed to encourage the student to identify ahead of time what they could learn from their internship experience. Both the Risk Register and Learning Agreement will require their internship supervisor's signature.

We encourage students to complete a first draft of the Risk Register and Learning Agreement and then consult with their supervisor. We expect that their supervisor will have recommendations for the documents' revision. Your discussion and recommendations to students are an important learning opportunity for the student. Students are then required to submit the revised documents to their academic advisor who may also recommend changes. Once all three parties are satisfied with the Risk Register and Learning agreement, the student signs it and seeks the signature of their supervisor. They then submit the final version to their academic advisor for final approval.

Having completed 120 hours and all reports, a student will require a letter on formal letterhead and signed by their supervisor confirming that they completed 150 hours of internship work. Some students will ask you to embellish on that minimum requirement so that the letter can also usefully serve as a letter of reference when applying for future roles.

If you have any further questions, please do not hesitate to reach out to me (wayne.linklater@csus.edu) or, better still, ask the student to seek clarification.

Yours sincerely,

Dr. Wayne Linklater, Dept Chair and Faculty

APPENDIX 1: Organizations with Existing Agreements with Sac State for environmental internships

American Conservation Experience	City of Concord
American River Natural History Association	City of Davis, Parks and Community Services
American River Parkway Foundation	City of Folsom
Arden Park Recreation and Park District	City of Lodi
Auburn Recreation and Parks District	City of Mission Viejo
Bristol Parks, Recreation Youth and Community Services	City of Roseville
CA Special Districts Association	City of Sacramento
California Department of Conservation	City of West Sacramento Parks and Recreation
California Department of Conservation	City of Woodland
California Department of Fish and Wildlife	Coloma Outdoor Discovery School
California Department of Public Health	Contra Costa County
California Department of Transportation (CalTRANS)	Contractor State License Board
California Governor's Office	Cordova Recreation and Park District
California Museum	County of Los Angeles
California Office of Historic Preservation	County of Santa Cruz Department of Parks, Open Space and Cultural Services
California State Archives	County of Solano/ACO
California State Assembly	Dairy Council of California
California State Senate	Department of Health and Human Services
California State WIC Program	ECORP Consulting
Carmichael Recreation and Parks District	Entek Consulting Group, Inc.
Center for Land-Based Learning	Fair Oaks Recreation and Park District
Center for Land-Based Learning	Fulton-El Camino Recreation and Park District
Center for Natural Lands Management	Gold Country Wildlife Rescue
Chico Parks and Recreation Department	Governor's Office of Planning and Research
Citrus Heights, City of	Green Tech
City Council of Citrus Heights	Illum Solar
Insight Garden Program	Sacramento Valley Open Space Conservancy

International Hunter Education Association	Sacramento Yolo Mosquito & Vector Control District
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Legislative Counsel Bureau	Save the Snakes
Livermore Area Recreation and Park District	Sierra Nevada Journeys
Local Government Commission	Solano County Water Agency
Mendocino Land Trust	Solar Cookers International
Nutrition Services Bureau, Solano County Health and Social Services, Public Health	Southgate Recreation and Park District
Office of Water Programs	Spartanburg County Parks Department
Orangevale Recreation and Park District	State of California, Department of Parks and Recreation
Placer County District Attorney's Office	Student Conservation Association
Placer Nature Center	Suisun City Recreation Parks and Marina
Placer Nature Center	Sunrise Recreation and Park District
Rancho Cordova Travel and Tourism	The Ag Center
Redwood City Parks, Recreation and Community Services	Trimark Associates
Rio Linda Elverta Recreation and Park District	U.S. Department of Agriculture, Forest Service, Pacific Region
Sacramento Community Land Trust, Inc.	US Army Corps of Engineers
Sacramento County Agricultural Commissioner's Office	US Department of Agriculture, Forest Service - Pacific Southwest Region
Sacramento County Agricultural Commissioner's Office	Valley Foothill Watershed Collaborative
Sacramento County Office of Education Sly Park	Valley Foothill Watershed Collaborative
Sacramento SPCA	
Sacramento Splash	
Sacramento Tree Foundation	
Sacramento Valley Open Space Conservancy	