



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 time.

Zoom room: 916 278 6671: <https://csus.zoom.us/j/9162786671>

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Important, pre-emptive note – 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 earlier required documentation. Knowing what is required will also help you explain the internship process to your potential employer. We have provided a Memo at the end of this syllabus that may help in this regard too (see the last page of this syllabus). You can use it to introduce Internship to your prospective employer.

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.

COURSE OBJECTIVES

This course is designed to provide:

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

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

Some organizations have an existing, formal relationship with the university to support internships. You can find a list of those organizations on our website at: <https://www.csus.edu/college/social-sciences-interdisciplinary-studies/environmental-studies/student-news.html> or in Appendix A of this syllabus. A complete list of organizations is available on the CEC community partner [webpage](#). Reach out to the organizations on those lists that do environmental work and ask them if they are accepting interns.

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

- On the [Announcements](#) page in the ENVS Student Canvas site
- On the University Enterprises Inc (affiliate of Sacramento State) [website](#)
- [Handshake](#)
- ENVS often sends out notices about new internship opportunities as they arrive via SacSend during the semester so monitor your Inbox for those.

The sponsors of both older and current postings in these places can be contacted to inquire if they are accepting interns.

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

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.

PROCESS – Once you have found an internship, schedule an appointment with the course instructor to gain their approval and request enrollment in the course. At that meeting the instructor will review your internship opportunity for its suitability, add you to the course canvas site, and explain the assessment requirements for the course.

AFTER YOU HAVE FOUND AN INTERNSHIP

You can only enroll in ENVS 195 after you have secured an internship.

After you have secured an internship opportunity, make an appointment with the instructor to describe your internship.

Be prepared to address the following questions:

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

See the first page of the syllabus for the instructor's contact details.

At that meeting the course instructor will make a preliminary assessment of the suitability of your proposed internship, discuss which semester to enroll you for credit, describe the internship curriculum, structure and requirements, and send you an emailed invitation to the course's Canvas page so that you can access the necessary documents and assignments.

The instructor will arrange for your automated enrollment in the course in the appropriate semester. You cannot enroll yourself.

After you have accepted the invitation to the 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 Pre-Internship packet.

Then, in consultation with your sponsor during the first week of internship, 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. It will accelerate progress.

COURSE STRUCTURE

All students must complete the Pre-Internship packet and the Risk Assessment and Mitigation Register before or as they begin their internship. It is available as a module and assignment on the course's Canvas site. The instructor will make a final assessment as to your internship's suitability for credit when they review and approve those documents.

Attendance & Participation

Students are required to participate in at least 150 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 ***Pre-Internship*** packet and upload to Canvas. Be sure to include your site information.

As you begin your internship

2. Complete the ***Risk Assessment & Mitigation Register***, 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 in the risk assessment and mitigation excel spreadsheet (see ***NOTE***, below). Once drafted, upload the ***Risk Matrix and Learning Agreement*** materials to Canvas for 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 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. Keep a daily journal. To make your daily 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 daily 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. Submit your final report as you approach the 150 hours of required work.
2. Obtain a letter on official letterhead, signed by your site supervisor, confirming that you completed 150 hours of internship work. Upload the form to Canvas.
NOTE: the letter from your sponsor might also serve as a useful reference so, as well as confirming that you completed 150 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.

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 Pre-Internship packet documents as described in syllabus.

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

Student lodges final report, sponsor's letter, and internship assessment.

INSTRUCTOR

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

If appropriate, the student is added to course's Canvas site to begin Pre-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.

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-Internship forms, Risk Register, and Learning Agreement 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 a ‘Credit’ (CR) when the requirements are met. This is routine. Do not be concerned if an ‘I’ grade 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). We will enroll you in ENV5 195 in the semester that most overlaps, or is subsequent to, 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 [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](#).

Appendix A

List of Organizations that have previously provided Internship opportunities:

American Conservation Experience (ACE) Amador Ranger District, Pioneer
California Dept of Public Health
City of Davis Parks and Community Services
County of Sacramento
Gold Country Wildlife Rescue
Soil Born Farms
Solano County Water Agency
Wildlife Care Association
City of Roseville / Environmental Services / Wastewater Treatment



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 towards 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 150 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.

With your approval, the student's internship work also earns them credit in an academic course: Environmental Internship (ENVS 195). They earn credit by keeping an event and reflective journal, completing a mid-term report (as they approach 75 hours worked) and a final report (having completed 150 hours work). Those reports are designed to encourage the student 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 from their internship.

To begin their internship, the student is required to complete a pre-approval internship packet. Having received those documents, I can approve their internship. 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.

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 the student 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 150 hours and all reports, a student will require a letter on formal letterhead and signed by their supervisor attesting 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.

I hope that this short introduction to our department's internship program and what it requires of students and their supervisors is helpful. 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