This course requires the student provide the following materials. Due dates are specified by the Environmental Studies Department each semester.

1. Students are responsible for securing employment. To receive three (3) hours of credit, a student must complete 150 hours of work during the semester. This course is graded CR/NC.

2. The Internship Petition (the last page of this packet) is completed by the student. The student then makes an appointment with the supervising instructor to discuss the internship. Upon approval, the student must then return the Internship Petition to the ENVS Department Office (AMD 554A).

3. Within two weeks after approval of the position by the supervising instructor, the student then provides the department office with a letter (on official letterhead) from their employer stating that the student is employed and a description of the duties the student is expected to perform.

4. The student must keep a daily journal. The student is required to write a summary for each work day. Record what you learned, who you met, and experiences in the work force. The journal is shown to the supervising instructor during the midterm meeting and is due at the end of the 150 hours work period.

5. A mid-term and final report are also required and are turned in at the meetings with the supervising instructor. The instructions for both are attached in this packet.

6. When the job/internship 150 work hours have been completed, the student must obtain a letter (on official letterhead) from the employer confirming that the student satisfactorily completed all duties assigned and completed at least 150 hours and turned in at the final meeting with the supervising instructor.
ENVIRONMENTAL STUDIES
MID-TERM REQUIREMENT

Note: The submission of this report by the date specified by the internship faculty supervisor is a requirement of the internship course and no passing grade will be assigned without it. Interns must submit this report and take it upon themselves to arrange an interview with the professor supervising the interns to discuss the report.

FORMAT:

Intern: Name
Address
Phone Number(s)

Supervisor: Name, Title
Address
Phone Number(s)

Organization: Name

MID-TERM REPORT REQUIREMENT: For the following questions, typewritten responses are required. Please answer the following questions in three to five doubled-spaced pages.

1. Is the organization a federal, state, municipal, or county agency? Is it a profit-making firm? A non-profit organization?

2. What is the jurisdiction of the organization? Its responsibilities? Its purpose?

3. Is the organization part of a larger one? If so, describe the purposes, responsibilities, and jurisdiction of the larger organization. Draw an organizational chart, locating your own internship position on the chart.

4. What other organizations work closely with or in competition with yours?

5. What are the professional specialties of the professional level staff working in your office?

6. What are the major tasks now being performed by your office?

7. What is at stake (economic, social, environmental costs and benefits) in the project you are working on? Please answer with a 150 word summary.

8. If your organization is a governmental one, who is its highest civil service appointee and what is his or her title? Who are the political, non-civil service officials, elected or appointed, who supervise your agency? (If your agency answers directly to the Governor, e.g. Office of Planning and Research, write “Governor____________”, or if directly to the legislature, e.g. Legislative Analyst, write “California Legislature”. If the organization is responsible to a board or commission, give the names of the members, their professions, and the person or body who appointed them, as well as the name of the board.)
9. What is the current annual budget of:
   a. Your office (permits, Sacramento Sierra Club Lobbyist, Legislative Liaison, etc.)
   b. The larger organization for which you work (State Water Resources Board, National Sierra Club, Department of Food and Agriculture)
   c. If a governmental agency, the current annual budget of the state, county, city, or federal government, as appropriate. (The point of this question is to give you some sense of the size of your office in the larger scheme of things.)

10. What tasks have you been assigned?

11. What skills or techniques have you learned?

12. What new bodies of information (data bases, archival sources, libraries, reference works of major importance to your work, etc.) have you learned about?

DUE DATE: 

You must also schedule an appointment with the supervising instructor.
ENVIRONMENTAL STUDIES
FINAL REQUIREMENT

NOTE: The submission of this report by the date specified by the intern supervisor is a requirement of the internship course and no passing grade can be assigned without it. Interns must submit this report and take it upon themselves to arrange an interview with the professor supervising the interns to discuss the report.

FORMAT:

Intern: Name
       Address
       Phone Number(s)

Supervisor: Name, Title
            Address
            Phone Number(s)

Organization: Name

On the final report, revise any information from the midterm that needs revision and write five to six double-spaced typewritten pages in answer to the following questions:

a. What would you want to tell a new potential intern about your experience in this position?

b. What are the most important things you gathered from the experience?

c. What disappointments did you experience?

d. What suggestions do you have for this specific internship assignment and for the intern program in general?

You must hand in a final report and a final letter from your employer.

DUE DATE: ____________________________________________

You must also schedule an appointment with the supervising instructor.
Students should be prepared to complete work according to the schedule below:

<table>
<thead>
<tr>
<th>REQUIREMENT</th>
<th>DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship Petition approved and job started</td>
<td>By second week of the semester</td>
</tr>
<tr>
<td>Letter from employer, confirming employment</td>
<td>No later than two weeks after internship position is approved.</td>
</tr>
<tr>
<td>Mid-Term</td>
<td></td>
</tr>
<tr>
<td>Make an appointment to meet with supervising Instructor</td>
<td></td>
</tr>
<tr>
<td>Final, Journal, and Final Employer Letter</td>
<td></td>
</tr>
<tr>
<td>Make an appointment to meet with supervising instructor</td>
<td></td>
</tr>
</tbody>
</table>

An internship opportunity is designed to be a learning experience for you. It is not meant to provide free or cheap menial labor to the supervising organization. If you feel that you are not being given a learning experience, discuss this immediately with the supervising professor.
ENVIRONMENTAL STUDIES INTERNSHIP PETITION  (195)

NAME: _________________________  Sac State ID: _______________________
EMAIL: _________________________  SEMESTER: _______________________
PHONE: _________________________

DESCRIPTION OF COURSE CONTENT

PROPOSED INTERNSHIP PLACEMENT: ___________________________________________

JOB SUPERVISOR: ______________________ PHONE: _______________________

DESCRIPTION OF INTERNSHIP WORK DURING SEMESTER: ___________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

FACULTY ADVISOR SIGNATURE  DEPARTMENT CHAIR SIGNATURE
________________________________  _________________________________
Date                                      Date

For office use only:  Received

Application & Waiver  ______
Employer Letter  ______
Mid-Term Report  ______
Midterm Journal  ______
Final Report  ______
Final Journal  ______
Final Employer Letter  ______

Enrolled By ENVS Office: ________________________  By: ________________________

Revised March 7, 2017
DEPARTMENT OF ENVIRONMENTAL STUDIES
RELEASE OF LIABILITY, WAIVER OF RIGHT TO SUE, ASSUMPTION OF RISK
AND AGREEMENT TO PAY CLAIMS

Activity: ____________________________________________________________________________

Activity Date(s) and Time(s): ___________________________________________________________

Activity Location/Facility: _____________________________________________________________

Hazards to be aware of: ________________________________________________________________

Hazard mitigation (how to prepare for a safe activity): ______________________________________

In consideration for being allowed to participate in this Activity, on behalf of myself and my next of kin, heirs and representatives, I release from all liability and promise not to sue the State of California, the Trustees of the California State University, California State University, Sacramento and their employees, officers, directors, volunteers and agents (collectively “University”) from any and all claims, including claims of the University’s negligence, resulting in any physical or psychological injury (including paralysis or death), illness, damages, or economic or emotional loss that I may suffer because of my participation in this Activity, including travel to, from and during the Activity.

I am voluntarily participating in this Activity. I am aware of the risks associated with traveling to/from and participating in this Activity, which include but are not limited to physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and/or death. I understand that these injuries or outcomes may arise from my own or other’s actions, inaction, or negligence; conditions related to travel; or the condition of the Activity locations(s). Nonetheless, I assume all related risks, both known or unknown to me, of my participation in this Activity, including travel to, from and during the Activity.

I agree to hold the University harmless from any and all claims, including attorney’s fees or damage to my personal property that may occur as a result of my participation in this Activity, including travel to, from and during the Activity. If the University incurs any of these types of expenses, I agree to reimburse the University. If I need medical treatment, I will be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance.

I am 18 years or older. I understand the legal consequences of signing this document, including (a) releasing the University from all liability, (b) promising not to sue the University, and (c) assuming all risks of participating in this Activity, including travel to, from and during the Activity.

I understand that this document is written to be as broad and inclusive as legally permitted by the State of California. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms.

I have read this document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

Participant Name: ___________________ Date: ___________________

Signature: ______________________________________________________________________________

Revised March 7, 2017