

Internship Handbook
Environmental Science
College of Science and Engineering Technology

Sam Houston State University

Member of the Texas State University System

Getting Started

- Better utilization of higher salaried personnel.

While faculty members are not the primary beneficiaries of the internship program, it may provide the following opportunities for them:

- Faculty members can observe and interact with companies within their specialty areas, which provides a means of updating the technology used in classrooms, and the curriculum.
- Faculty members can observe, first-hand, the student's integration of classroom knowledge with application. As a result, faculty may refine their courses based on information regarding current practices in the field.
- Faculty members have opportunities to evaluate student performance outside the classroom, which helps them write stronger letters of recommendation for students.
- Faculty members may engage in research or other partnerships with environmental industries or agencies.

As an Environmental Science intern, you are a representative of the University, and especially the College of Science and Engineering Technology. As such, you are expected to always act in a professional and ethical manner, and to complete and document all work done as part of the internship agreement. The degree to which you do this will determine the grade you receive for the internship.

PROGRAM CRITERIA AND PROCEDURES

A. Student Eligibility Requirements

1. Major in Environmental Science
2. Completion of approximately 75 hours of coursework, including approximately 36 hours within the Environmental Science major. (The latter may include degree-specific Gen-Ed Core requirements for the degree, such as CHEM 1411, GEOG 1401, BIOL 1411, GEOL 1403, Math, etc.
2. Minimum GPA of 2.5.
3. Minimum grade of "C" in ENG 1301 and 1302, or equivalent.
4. Transfer students become eligible upon the successful completion of one full-time semester if alls,

3. During Your Internship

- a. Complete and send weekly progress reports as specified by your Faculty Internship Supervisor.
- b. Set an agreed upon date for you, your Faculty Internship Supervisor, and your Employer Internship Supervisor to meet - if possible. Ideally, the meeting should be done about half-way through the

Environmental Science Internship Application Form

Today's Date _____

Student's Name _____ SHSU ID# _____

SHSU e-mail: _____

Alternate Other e-mail: _____

Local/Cell Phone number: (_____) _____ Home Phone Number (_____) _____

Local Address _____ Street Permanent Address _____ Street

Planned date of graduation (semester and year) (

Advisor Information and Signatures:

Advisor's name: _____

Faculty Internship Supervisor's name? _____

Please have both your Advisor and your Faculty Internship Supervisor sign and date this form attesting to the agreed upon credit hours and course number as specified above:

Advisor Signature

Department

Date

Faculty Internship Supervisor Signature

Department

Date

A

Environmental Science Internship Plan Agreement Form

(Academic Requirements for Internship)

Date _____

Student's Name _____ SHSU ID# _____

SHSU e-mail: _____ Other e-mail: _____

Local/Cell Phone number: (____) _____ Home Phone Number (____) _____

Local Address _____ Permanent Address _____
Street Street

_____ City State Zip _____ City State Zip

Name of internship supervising organization, company, or agency: _____

Address of supervising organization: _____
Street

_____ City State Zip Code

Dates of Internship: Beginning date _____ Ending Date _____

Specific Learning Objectives of Internship:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Determination of Internship Grade

Sam Houston State University requires that a letter grade be given for internship courses in the Environmental Science program. The Faculty Internship Supervisor will assess all submitted evaluations and, combined with other observations and communications, make a determination of the course grade. Given the nature of the evaluation process, this determination is necessarily subjective; but, all efforts will be made to be fair and reasonable in the assignment of a final course grade. In order for your grade to be assigned in a timely manner, it is essential that the *Supervisor's Evaluation of Student* form be e-mailed or faxed to Dr. Marcus Gillespie, Environmental Science Program Coordinator (Marcusg@shsu.edu), and to your Faculty Internship Supervisor, approximately one week prior to the beginning date for final examinations.

Academic Criteria Required for the Successful Completion of the Internship:

As part of my internship, I will (check all that are required by your Faculty Internship Supervisor)

A. Complete reports on work accomplished: Yes No

*If reports are required, please check the applicable Report Submission Schedule below. You may check more than one; e.g. Weekly and Upon completion. *Your reports must be typed, professionally written, and thorough; i.e., they must describe/include all internship activities.*

Weekly Every two weeks Every Month Upon completion of Internship

P15.478 0 T -04orer mi0 T -47f.5 (o)-1B (o)-0.7 (w)27.3 (M (e)7.87g -0. (w)ad8 (J)J-0.0rTJ-0.p1B (o)- (f)2.6 (l)-6.8 (n

Percent of course grade represented by these other required activities: _____

D. Submission of the Student's Evaluation of Internship form - *This is required* of all interns and must be submitted within a week of completion of the internship, or prior to the final exam date for the semester in which your grade is to be awarded, in order to receive full credit for the course. (10% of grade)

Please have your Academic Advisor, your Faculty Internship Supervisor, and your Employer/Agency Internship Supervisor sign and date this form attesting to the agreed upon academic objectives and criteria:

Faculty Supervisors:

Academic Advisor's name: _____

Faculty Advisor Signature Department Date

Faculty Internship Supervisor's Name: _____

Faculty Internship Supervisor Signature Department Date

Your signature: _____

(Indicates agreement with academic criteria for internship)

Employer/Agency Internship Supervisor

The internship supervising organization, company, or agency agrees to provide the student an opportunity to obtain actual experience in the areas outlined above. The student's immediate supervisor in the organization or company will be responsible for evaluating the student's performance and will forward the evaluation to the Faculty Internship Supervisor at the end of the internship.

Name of Company or Agency Representative Title

Signature of company representative _____

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Student's Evaluation of Internship

Your Name _____

Internship Company/Organization/Agency _____

1. Please provide your general feelings about the firm or agency with which you interned.

2. P

