February 3, 2014

Thank you for your interest in the Environmental Studies Internship Program at the University of California, Santa Cruz. In response to your query please find enclosed information on the internship program and an assignment description form. If you are able to offer our students an internship opportunity, please return the completed assignment description, or send your own forms if they include the same information. When writing the assignment description, please be as specific as possible regarding the skills and background needed to successfully participate in your internship. Also keep in mind that:

- Students spend from twelve to fifteen hours per week on part-time (5 credit) internship work and six hours per week on smaller (2 credit) internship work. UCSC is on a quarter system, each quarter being ten weeks long. Students may also undertake an internship in the summer.

- Project-type internships with a definite beginning and ending are more accessible to our students for academic internships. You may list more than one project on a form, and enclose appropriate back-up material as available.

Thanks again for your interest in our program. Your request will be posted and students may respond directly to you. If you have any questions, please do not hesitate to call me at (831) 459-2104, fax (831) 459-4015, or email envsintern@socsci-mail.ucsc.edu.

Sincerely,

Chris Krohn
Internship Program Coordinator
Environmental Studies
http://envs.ucsc.edu/internship/index.html
Environmental Studies Internship Program

Environmental Studies at the University of California, Santa Cruz is concerned with the complex issues that emerge from the interactions of natural and cultural systems. Undergraduate students concentrate their studies in one of four areas: agroecology and sustainable agriculture; policy, planning and public values; natural history and wildland conservation; or an individual emphasis (developed by the student and faculty adviser). The goal of this interdisciplinary inquiry is to integrate knowledge drawn from a wide variety of sources and to give students a broad-based education with a focus on processes, systems, and strategies for responses to environmental problems. In addition to the breadth of an interdisciplinary approach, academic grounding in a single traditional discipline outside the major (such as biology, earth science, chemistry, politics, economics, or anthropology) is highly encouraged.

The Environmental Studies faculty feels strongly that experiential learning, especially a directed field experience, is an essential component of both a graduate and an undergraduate education. The Internship Program reflects this commitment and has been an integral part of the major since its inception. It augments the teaching and research components by giving students the opportunity to apply theoretical and technical classroom information to defined projects in an agency or field setting. Students have been placed in public and private organizations locally, nationally and internationally, where they have become deeply involved in research, education, and policy formation projects while gaining first-hand experience.

We are constantly looking for new placements to meet the diverse needs of our students and to serve the environmental community. Those currently available with the program are primarily in the fields of resource management, sustainable agriculture, land use planning, environmental interpretation/education, and natural history. We are especially interested in more placements in the areas of integrated pest management, ecodevelopment, cultural ecology, conservation biology, policy, and environmental justice.

There are specific criteria that must be met before an internship will be established with an agency or organization. Since the student will be registered for credit, the placement must have an academic component that provides a growth experience. Students may receive lower-division credit for an entry-level placement with no prerequisites that is primarily focused on an introductory experience and skill development. Upper-division internships are for more advanced and specialized work. Placements for graduate students must be paid and
six months in duration, whereas undergraduate placements are normally for a ten-week period and may be volunteer.

Field supervision for the student must be clearly established through the assignment of a field sponsor. This person is expected to work closely with the student to set goals and delineate responsibilities for the experience, to provide feedback, and to maintain contact with the Environmental Studies Internship Program. At the completion of the assignment, the field sponsor will be asked to provide a written evaluation of the student’s work. Primary responsibilities of the student, agency, and faculty are outlined in the attached responsibilities sheet.

To apply for internships, students may contact agencies on their own or they may go through our office. Every effort should be made to match the needs of the sponsoring agency with the personal and academic needs and qualifications of the student. Once students decide to do an internship for academic credit, they submit a written statement of interest, which agencies may request. A resumé of a student’s education and work experience, along with supporting materials, may also be requested by agencies prior to the interview. Final decisions for positions are made jointly by the field sponsor and the Internship Program.

Following the placement period, students are encouraged to further integrate the experience into their academic work. Many draw on their internship for their senior project. Returning interns often lead discussions, participate in forums where they discuss their work and help prepare other students for placements, and continue their work through projects and papers in other courses.

The Internship Program has provided many exciting, mutually beneficial experiences for agencies, students, and faculty. Interns’ work has contributed significantly to policy development, management decisions, and public awareness of environmental issues.

If you are interested in participating in the program, please contact:

Chris Krohn  
Internship Program Coordinator  
Environmental Studies  
University of California  
Santa Cruz, California 95064  
Tel: (831) 459-2104  
Fax: (831) 459-4015  
ext: envsintern@socsci-mail.ucsc.edu
Internship Responsibilities

**Of Student**

- Set mutually satisfactory and feasible goals with agency and faculty sponsors.
- Become an integral and participating member of the agency/institution staff.
- Become familiar with agency policy and procedures and abide by all regulations.
- Support the agency and its staff in any contacts with the public.
- Notify the agency sponsor when you are unable to work.
- Consult your supervisor when confronted with problems you cannot satisfactorily solve by yourself.
- Schedule meetings with faculty sponsor and supervisor.
- Evaluate each meeting or activity that has been planned and conducted.
- Set a positive standard for other interns to follow.
- Complete work as outlined on learning agreement.

**Of Agency**

- Orient the intern to the philosophy, policies, programs and services of the agency.
- Prepare the agency staff for the arrival of the intern.
- Define the agency’s expectations of intern including specific project(s) for the quarter.
- Determine, with the intern, the types of learning experiences which provide challenge, growth, and success and provide these experiences.
- Integrate the intern as a fully functioning participant in appropriate levels of agency activities, projects, and programs.
- Provide supervision by meeting at least once a week with intern.
- Train the intern as necessary.
- Evaluate the intern’s progress, overall performance, and the degree to which s/he has met the stated goals and objectives through a verbal midterm check and written final evaluation.

**Of Faculty**

- Meet with intern during the quarter to supervise academic components of work (i.e. suggest readings, help students connect internship to a theoretical base).
- Serve as a consultant to intern and agency for technical advice.
- Meet at midterm to review and sign midterm report.
- Provide mediation support for intern if needed.
- Make a site visit, if possible.
- Provide guidance in focusing the final paper.
- Meet at end of quarter to evaluate experience.
- Write the final evaluation.
Assignment Description Form

Organization/Agency: ____________________________ Date: ________________
Supervisor/Sponsor: ____________________________ Supervisor/Sponsor title: ________________
Address: ____________________________ Email: ____________________________
Phone: ____________________________ Fax: ____________________________ Website: ____________________________
# of interns needed/Hours needed for quarters: Options (choose one)
worked per intern: __Fall __Winter __Remove your listing by ____________
________/__________ __Spring __Summer __Or keep on file for one year

Describe the internship assignment: Brief statement about the agency; role of the intern and specific objectives of the projects assigned to the intern; tasks to be performed.

Which binders should we place your listing in? __Environmental Education __Natural History __Policy and Planning __Conservation Biology __Waste Mgmt/Toxics/Energy __Environmental Justice __Agroecology. Other? __________

Prerequisites: Outline the skills and background information necessary to participate in this internship.