

SYLLABUS

CATALOG DESCRIPTION: Service in a local, city, county, state, or federal environmental agency, schools, or in environmental industry; or with a worthwhile environmental education or protection organization or center. Prerequisite: Senior standing in EnvS. CR/NC grading. 3-9 units.

COURSE OBJECTIVE: This course is an undergraduate academic experience with three principle objectives:

- A. To help you identify employment that is consistent with your skills, degree objective, personality, and/or life goals.
- B. To provide you professional job experience in an environmental or teaching field.
- C. To provide an opportunity for you to establishment a "professional network of contacts" that may help in your quest for full-time employment.

PREREQUISITES: Senior standing in Environmental Studies, which means you have completed most [preferably all] of your Preparation for the Major courses, most of your EnvS Core requirements, the EnvS 100W writing requirement, and a good number of courses in your chosen emphasis or focus area. In otherwords, you are well prepared to go out and represent this department in the community. Whether you are actually qualified at this time for EnvS 194 will be determined by the EnvS 194 instructor and your emphasis or focus area advisor. You are not required to have an internship identified prior to enrollment.

APPROPRIATE COURSE: EnvS 194 is for undergraduate students only. Graduate students can sign up under EnvS 285 for their internship experience, after consulting with the EnvS Graduate Coordinator.

NUMBER OF UNITS TO BE TAKEN: This is a repeatable course. The department recommends you take at least two (preferably three) internship experiences related to your emphasis or focus area (e.g., coastal resource management: 3 units for working at the California Coastal Commission; 3 units for working in the offices of the National Oceanic and Atmospheric Association; and 3 units for working at Elkhorn Slough Estuarine Research Reserve).

The greater number of internship experiences and contacts you make, the better your resume will look, and the greater the chances that you will find a rewarding career after graduation. The hourly equivalent to units schedule is below:

Units	Hours	Hrs/week
1	45	3
2	90	6
3	135	9
4	180	12
5	225	15
6	270	18
7	315	21
8	360	24
9	405	27

Note: Students in the BA—Environmental Studies, Teacher Preparation Program may have heard rumor that fewer hours are required for them. Although other departments may require just “the minimum” hours required by the State of California, this department maintains a standard higher than most. All EnvS interns (where standard degree [BA,BS] or teacher-prep BA) are to put in the same number of hours for a specific number of units (e.g., 135 hours for 3 units of credit).

COURSE REQUIREMENTS:

- A. Obtain written approval from your departmental emphasis or focus area advisor for a specified internship;
- B. Attend, participate, and discuss your experiences in three of the four SJSU classroom meetings. **The fourth meeting may not be missed.** In otherwords, you may miss one meeting, but not the last.
- C. Conduct an in-office Occupational Interview with your supervisor after you are well established; submit written results to Klee.
- D. Complete a specified number of internship hours per unit load.
- E. Obtain a positive [glowing] written evaluation from your internship supervisor on letterhead paper. [All "lukewarm" review letters will be double checked by Klee with a phone call to the supervisor. If it turns out that the supervisor really didn't like your performance, but didn't have the heart to put it in writing, then you may not pass EnvS 194].
- F. Submit other classroom assignments (e.g., resume; internship activity record; student internship assessment, etc.) on schedule, and in fine order.

FINDING AN INTERNSHIP: The department has many resources to help you find an internship. Be aware that although some are paid, most are not. Seek experience and contacts, not money. Internships that are inappropriate to Environmental Studies or a student's emphasis/focus area will not be accepted for EnvS 194 credit.

Start your internship search by . . .

- A. Consulting with your EnvS emphasis/focus area advisor for personal contacts.
- B. Review the internship announcements posted on the clipboard in WSQ 115. Check this often since internship announcements arrive daily.
- C. Review the binder labeled "Completed Student Internships" in WSQ 115, and/or check the ERC Internship website. Then, contact those employers who have offered internships to students in your interest area.
- D. Check the ringed clipboard with recent internship/job announcements;
- E. Check the business cards of our recent graduates.
- F. Check with the Graduate Coordinator for the names of graduate students that may be working in your interest area.
- G. Review the Internship Resource Bank at the SJSU Career Center.
- H. Check the telephone book for local employers in your field.
- I. Attend EnvS 194 on campus meetings to provide feedback, seek additional ideas, and help your fellow classmates with their internship search. *Teaching others about your internship experience is part of the 194 requirement.*

EVALUATION: This is a CR/NC class. Because internships often start mid-semester, *grades of "Incomplete" are common*. To receive an Incomplete, students must (a) seek prior approval from Klee; and (b) submit a formal letter to Klee explaining how and when Env. S. 194 will be completed (i.e., number of hours needed to complete the assignment; semester when the hours will be completed; reason for the delay, etc.). Otherwise, an Unauthorized Withdrawal (WU) will be given.

OFFICE HOURS: My office is WSQ 115A, which is part of the main office suite for the Department of Environmental Studies. My phone number is (408) 924-5455. However, try not to use the phone. I much prefer to be contacted via e-mail that comes to my home office. E-mail: _____(TBA). I check my e-mail several times a day, including weekends. If you use e-mail, I'll get back to you with a "same day" (within 24 hours) response. Guaranteed! Otherwise, I'll buy you a cup of coffee.

Office hours are on a self-appointment basis. In other words, there is a sign up sheet on my office door. Appointments are in 15 minute blocks. Office hours this semester are as follows: _____(TBA).