ENVS. 194

PUBLIC SERVICE INTERNSHIP
[Fall 2016]

MEETINGS &/or DUE DATES

First – Friday, September 2

(REQUIRED GROUP MEETING: WSQ 111; 3:00-4:15)
(Activity: Discuss course goals and operation; Explain the forms you have printed out in advance from my web page: http://www.sjsu.edu/people/gary.klee/courses/; receive course code #s if needed)

Second – Friday, October 7

(DUE DATE ONLY: Prior to this date, sign up for an office visit to turn in your materials; if you can’t make my office hours, place your materials in my mailbox, & e-mail me a progress report).
(Due: Manila Folder; Final Folder Check List; Autobiography cards with photo only; Internship Advisor Approval & Analysis; Resume; Addressed SJSU Envelope, containing (a) Gary’s letter to supervisor; (b) Santa Clara Valley Water District Sample Letter; (c) Intern Performance Evaluation (blank form), with your portions all neatly filled out).

Third – Friday, November 4

(DUE DATE ONLY: Prior to this date, sign up for an office visit to turn in your materials; if you can’t make my office hours, place your materials in my mailbox, and e-mail me a progress report)
(Due: Supervisor Interview).

Fourth – Friday, December 2

(REQUIRED GROUP MEETING: Room: WSQ 111; 3:00-4:15)
(Due: 194 Final Folder Check List; Internship Activity Record; Final Internship Analysis; Cover Letter from Supervisor with Attached Business Card; Intern Performance Evaluation (completed by your supervisor); 194 Internship Tracking Database; Course Evaluation (just bring—it is to be filled out at the end of this session).

Internship Director: Dr. Gary A. Klee
Office: WSQ 115A; kleegary@comcast.net
Office Hours: ______________(TBA, at first meeting)