

ENVS. 194-06, -07, -08, -09

High-Unit
(6-9 units; ~18-27 hr/week)
PUBLIC SERVICE
INTERNSHIP
[Fall 2016]

MEETINGS &/or DUE DATES

First – Wednesday, August 31, 2016

(REQUIRED GROUP MEETING: WSQ 111; 9:00-10:15)

(Activity: Discuss course goals and operation; Explain the forms you have printed out in advance from internship web page: <http://www.sjsu.edu/people/gary.klee/courses/ENVS194/>; receive add codes if needed)

Second – Wednesday, September 28, 2016

(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 (see below), 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) O'Malley'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 – Wednesday, November 9, 2016

(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 – Wednesday, December 7, 2016

(REQUIRED GROUP MEETING: Room: WSQ 111; 9:00-10:15)

(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).

High-Unit Internship Director:

Dr. Rachel O'Malley

Office: WSQ 115B; rachel.omalley@sjsu.edu

Office Hours: Wednesdays 10-12, WSQ 115B