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**San José State University**  
**Environmental Studies**  
**ENVS 194: Public Service Internship, Spring 2016**

Instructor:	Dr. Alexander Gershenson
Office location:	WSQ 115C
Telephone:	(408) 924-5427
Email:	alexander.gershenson@sjsu.edu
Office hours:	Mon, Wed, 1:30-2:30 or by appt
Class days/time:	Meetings listed on Canvas
Classroom:	WSQ 111

**COURSE DESCRIPTION:**

Service in a local, city, county, state, or federal environmental agency, schools, or in environmental industry can offer you valuable insight into whether you are heading into work you like. This experience can also be a great resume builder or lead directly to a job. To get the most out of this experience, you should 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 concentration or focus area. In other words, you should be 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 concentration or focus area advisor. Projects that are run through CDR or ERC or undertaken for credit in a course are typically not eligible for internship credit. The purpose of the internship is to get you off campus and out of the department so that you receive a unique experience in the working world. You are not required to have an internship identified prior to enrollment. Prerequisite: Senior standing in EnvS or instructor approval. CR/NC grading. 1-9 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 establish a "professional network of contacts" that may help in your quest for full-time employment.

### APPROPRIATE COURSE:

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

### NUMBER OF UNITS TO BE TAKEN:

This is a repeatable course. I strongly recommend you undertake **2-3 different** internship experiences (in different semesters), but all related to the environmental field in which you would like to work. For example, if coastal resource management is your field, you might do 3 units 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.

All ENV S students, whether BS, BA-regular, or BA-teacher preparation, will do the same number of hours of internship credit per unit. Specifically, 45 hours of internship work are required per unit of credit. The hourly equivalent to units schedule is as follows:

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

### COURSE REQUIREMENTS:

- A. Obtain written approval from your departmental concentration or focus area advisor for a specified internship;
- B. Attend the first and fourth full-class meeting; **the fourth meeting may not be missed.** For "Meetings" #2 & #3, just meet individually in Dr. Gershenson's office.

- C. Conduct an in-office Occupational Interview with your supervisor after you are well established; submit written results to Dr. Gershenson.
- D. Complete a specified number of internship hours per unit load.
- E. Obtain a very positive written evaluation from your internship supervisor on letterhead paper. [All "lukewarm" reviews will be double checked by Dr. Gershenson with a phone call to the supervisor. If the supervisor really didn't like your performance, but didn't have the heart to put it in writing, then you may not pass ENV5 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 concentration/focus area will not be accepted for ENV5 194 credit. Start your internship search by . . .

- A. Consulting with your ENV5 concentration/focus area advisor for personal contacts.
- B. Review the internship opportunities from the Department's e-mailed List-Serve.
- C. Check the ERC Internship website. Then, contact those employers who have offered internships to students in your interest area.
- D. Talk to other ENV5 majors in your same concentration.
- E. Check with the Graduate Coordinator for the names of graduate students that may be working in your interest area.
- F. Review the Internship Resource Bank at the SJSU Career Center.
- G. Check the telephone book (or digital version) for local employers in your field.
- H. Meet with Dr. Gershenson during his office hours to seek additional ideas; 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. To receive credit, you must attend the required class meetings, turn in all paperwork, following the guidelines given, and present information on your internship experience in class if asked.

Because internships often start mid-semester, *grades of "Incomplete" are common*. To receive an Incomplete, students must seek prior approval from Dr. Gershenson and submit a formal letter explaining how and when ENV5 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, a NC or Unauthorized Withdrawal (WU) will be given.

## Canvas Course Website

Copies of the course greensheet and all necessary documents may be found on the class [Canvas website](https://sjsu.instructure.com/) [https://sjsu.instructure.com/]. Your grades will be posted on Canvas. Canvas will be used for important announcements about the class.

## University Policies

### Dropping and Adding

Students are responsible for understanding the policies and procedures about add/drop and grade forgiveness. Refer to the current semester's [Catalog Policies](http://info.sjsu.edu/static/catalog/policies.html) section at <http://info.sjsu.edu/static/catalog/policies.html>. Add/drop deadlines can be found on the current academic year calendars document on the [Academic Calendars webpage](http://www.sjsu.edu/provost/services/academic_calendars/) at [http://www.sjsu.edu/provost/services/academic\\_calendars/](http://www.sjsu.edu/provost/services/academic_calendars/). The [Late Drop Policy](http://www.sjsu.edu/aars/policies/latedrops/policy/) is available at <http://www.sjsu.edu/aars/policies/latedrops/policy/>. Students should be aware of the current deadlines and penalties for dropping classes. Information about the latest changes and news is available at the [Advising Hub](http://www.sjsu.edu/advising/) at <http://www.sjsu.edu/advising/>

### Academic Integrity

Your commitment as a student to learning is evidenced by your enrollment at San Jose State University. The [University's Academic Integrity policy S07-2](http://www.sjsu.edu/senate/S07-2.htm), located at <http://www.sjsu.edu/senate/S07-2.htm>, requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development. The [Student Conduct and Ethical Development website](http://www.sjsu.edu/studentconduct/) is available at <http://www.sjsu.edu/studentconduct/>.

Instances of academic dishonesty will not be tolerated. Cheating on exams or plagiarism (presenting the work of another as your own, or the use of another person's ideas without giving proper credit) will result in a failing grade and sanctions by the University. For this class, all assignments are to be completed by the individual student unless otherwise specified. If you would like to include your assignment or any material you have submitted, or plan to submit for another class, please note that SJSU's Academic Integrity Policy S07-2 requires approval of instructors.

### Campus Policy in Compliance with the Americans with Disabilities Act

If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. [Presidential Directive 97-03](http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf) at [http://www.sjsu.edu/president/docs/directives/PD\\_1997-03.pdf](http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf) requires that students with disabilities requesting accommodations must register with the [Disability Resource Center](http://www.drc.sjsu.edu/) (DRC) at <http://www.drc.sjsu.edu/> to establish a record of their disability.

## Student Technology Resources

Computer labs for student use are available in the new Academic Success Center located on the 1<sup>st</sup> floor of Clark Hall and on the 2<sup>nd</sup> floor of the Student Union. In addition, computers are available in the Martin Luther King Library. A wide variety of audio-visual equipment is available for student checkout from Media Services located in IRC 112.

### **Academic Counseling Center for Excellence in the Social Sciences (ACCESS)**

Clark Hall Room 240, 924-5363, [socsci-access@sjsu.edu](mailto:socsci-access@sjsu.edu)

Dr. Hien Do, Faculty Director, [Hien.Do@sjsu.edu](mailto:Hien.Do@sjsu.edu), 924-5461; Valerie Chapman, Academic Advisor, [Valerie.Chapman@sjsu.edu](mailto:Valerie.Chapman@sjsu.edu), 924-5364

All COSS students and interested students are invited to stop by the Center for general education advising, help with changing majors, academic policy related questions, meeting with peer advisors, and/or attending various regularly scheduled presentations and workshops. Call or email for an appointment, or just stop by.

### **Learning Assistance Resource Center**

The Learning Assistance Resource Center is designed to assist students in the development of their full academic potential and to motivate them to become self-directed learners. The center provides support services, such as skills assessment, individual or group tutorials, subject advising, learning assistance, summer academic preparation and basic skills development. The Learning Assistance Resource Center is located in Room 600 in the Student Services Center.

### **SJSU Writing Center**

The SJSU Writing Center in Clark Hall 126 is staffed by professional instructors and upper-division or graduate-level writing specialists from each of the seven SJSU colleges. The writing specialists have met a rigorous GPA requirement, and they are well trained to assist all students at all levels within all disciplines to become better writers. More information available at [sjsu.edu/writingcenter](http://sjsu.edu/writingcenter).