

ENVS. 194

PUBLIC SERVICE INTERNSHIP

[Spring 2016]

MEETINGS &/or DUE DATES

First – Monday, February 8

(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 my web page: <http://www.sjsu.edu/people/gary.klee/courses/>; receive course code #s if needed)

Second – Monday, March 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 Envelop, 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 – Monday, April 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 – Monday, May 9

(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).

Internship Director: Dr. Gary A. Klee

Office: WSQ 115A; klegary@comcast.net

Office Hours: _____ (TBA, at first meeting)

EnvS 194: Public Service Internship

Section #: ___ units: ___; Code: _____

Semester/Year

Section #: ___ units: ___; Code: _____

Section #: ___ units: ___; Code: _____

Section #: ___ units: ___; Code: _____

Section #: ___ units: ___; Code: _____

INSTRUCTOR: **Dr. Gary A. Klee**

OFFICE: WSQ 115A

CONTACT: kleegary@comcast.net (preferred) or 408-924-5455.

OFFICE HOURS: _____(TBA)

MY FACULTY WEB PAGE FOR OTHER COURSE FILES:

<http://www.sjsu.edu/people/gary.klee/courses/>

SYLLABUS

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 ENVS 285 for their internship experience, after consulting with the ENVS 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 ENVS 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. Klee's office.
- C. Conduct an in-office Occupational Interview with your supervisor after you are well established; submit written results to Dr. Klee.
- 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. Klee 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 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 concentration/focus area will not be accepted for ENVS 194 credit. Start your internship search by . . .

- A. Consulting with your ENVS 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 ENVS 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. Klee 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. Klee and submit a formal letter explaining how and when ENVS 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.

STATEMENTS REGARDING PLAGIARISM AND DISABILITY:

For university policy regarding plagiarism and accommodations for disability, see the file, **Addendum to all Course Syllabi**, on my faculty web page.

****TURN TO OTHER FILES FOR MEETING &
DUE DATES****