

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 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 – 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; klegary@comcast.net

Office Hours: _____ (TBA, at first meeting)