

**Internships in the Department of Earth and Environment**

AGG 4941, EVR 4941, GLY 4941, GLY 4947, ISC 4940

**Syllabus (Policy and Procedures) and Application Form**

**Course Description: What is an Internship?**

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Students in the Department of Earth and Environment may get academic credit for an internship by registering for one of five courses listed in the table below (Table 1). AGG 4941, EVR 4941, GLY 4947, and MET 4941 are generally for off-campus internships whereas ISC 4940: Undergraduate Research Internship in Earth and Environment is for on-campus internships, usually for work in a research laboratory under the supervision of a faculty advisor.

Table 1. Earth and Environment Internship Courses and Coordinators (2019-2020 Academic Year)

|  |  |  |  |
| --- | --- | --- | --- |
| Course | Name | Coordinator | email |
| AGG 4941 | Internship in Agriculture  | Dr. Mahadev BhatDr. Krishna JayachandranDr. Amir Khoddamzadeh | bhatm@fiu.edu jayachan@fiu.eduakhoddam@fiu.edu  |
| EVR 4941 | Internship in Environmental Studies:  | * Env. Studies BS program

Dr. Elizabeth Anderson* Sustainability BA program

Dr. Jessica Bolson | epanders@fiu.edujbolson@fiu.edu  |
| GLY 4947 | Internship in Geoscience  | Dr. Michael Sukop | sukopm@fiu.edu  |
| MET 4941 | Internship in Meteorology  | Dr. Hugh Willoughby | willough@fiu.edu  |
| ISC 4940 | Undergraduate Research Internship in Earth & Environ | Sections listed under each faculty advisor |  |

**Learning Outcomes:**

Internships offer students the opportunity to gain practical/applied experience and make connections in professional fields they are considering for career paths. In addition, internships give employers the opportunity to guide and evaluate talent.

**Internship Criteria:**

To ensure that an experience is educational, and thus eligible to be considered a legitimate internship, all the following criteria must be met:

* The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
* Internship credits cannot be awarded for performance of one’s regular job. An internship is a temporary position of fixed duration with a *defined* beginning and end established prior to the outset.
* The skills or knowledge learned in the internship must be transferable to other employment settings.
* The internship must have the following elements:
	+ A job description with desired qualifications.
	+ A set of clearly defined learning objectives/goals related to the professional goals of the student’s academic coursework.
	+ Supervision by a professional with expertise and the educational and/or professional background in the field of the experience.
	+ Routine feedback to the intern by the experienced supervisor.
	+ Resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

Internships can be paid or unpaid, but the experiences must be strictly educational in nature and must be for the benefit of the intern, not solely the business. In most cases, unpaid internships will require you to register for an internship course in order for the employer to be in accordance with Federal labor law. Internships have the added advantage that they can count towards a program requirement but the credits will not count towards any excess credits.

**Textbook & Assigned Readings:**

No textbook is required for this course. Readings may be assigned by the internship sponsor, in which case access to the reading materials will be provided by the sponsor.

**Internship Course Expectations:**

Students are expected to:

1. Display professional conduct at all times
2. Adhere to the FIU Student Code of Conduct
3. Follow all policies and procedures of the internship setting
4. Seek guidance and assistance when needed
5. Meet with the internship supervisor for individual and group supervision as required
6. Fulfill the requirements of the internship contract and complete all course requirements

**Course Credit and Grading:**

All internship courses can be taken for 0 to 6 credits in a given semester, and may be repeated in subsequent semesters up to a *maximum* of 6 credits. Each credit awarded must correspond to *at least* 40 hours of work over the duration of the internship. For example, a 10-week-long, 3-credit internship should average *at least* 12 hours per week of work. You can always register for fewer credits than indicated by the hours worked but never more. For example, for the 10-week, 12 hour/week internship described above, you may choose to register for 0-3 credits but not for more than 3 credits.

Zero-credit internships allow students to register for the internship course while avoiding paying tuition for the course. However, to have the internship count towards an academic requirement, the internship must be taken for credit, usually 2 or 3 credits. Consult your program requirements or advisor to determine the specific course and the appropriate number of credits.

All internship courses are graded on a Pass/Fail basis. A passing grade will be awarded upon completion of all deliverables specified in *Part D* of the application.

**Internship Procedures**

1. Identify a sponsor who will agree to host the internship and provide supervision of the student for the duration of the internship.
2. Completely fill out the attached *Application Form* including names and signatures of the internship supervisor or faculty research advisor.
3. For all off-campus internships, complete the attached [*Release and Assumption of Risk* form](https://generalcounsel.fiu.edu/wp-content/uploads/sites/26/2014/07/Class-Related-Field-Trips-and-Internships1.pdf).
* <https://generalcounsel.fiu.edu/wp-content/uploads/sites/26/2014/07/Class-Related-Field-Trips-and-Internships1.pdf>
1. Submit all completed forms to the appropriate internship coordinator (from Table 1 above) before the first day of classes.
2. If the internship is international, the student must register with the [Office of Study Abroad](https://globalaffairs.fiu.edu/study-abroad/).
3. The internship coordinator will review your application and will determine if it meets the criteria and appropriate number of credits as specified above. Once approved, the internship coordinator will enroll you in the course.
4. At the end of the internship, complete your internship deliverable as specified in Part D of the application (e.g. report, design, presentation, maps, analyses, video, website, etc) before the last day of classes of the term.

**Department of Earth and Environment Internship Application Form**

Please type the information into the MS Word Document and email to the Internship Coordinator. If signatures are not electronic, scan and email the document. Sponsor approval of the internship may also be transmitted to the Internship Coordinator by email.

*General information needed*

Date of Application:

Name: Panther ID:

Address: City, State, Zip:

Phone number: Email:

U.S. Citizen (Y/N): Perm. Res. (Y/N): Visa Type:

*Indicate your degree Program of Study and track with an “X” Indicate all that apply*

|  |  |  |
| --- | --- | --- |
| Program  | Track/Major |  |
| B.S. Geoscience  |  |  |
|  | Geological Sciences |  |
|  | Atmospheric Sciences |  |
| B.S. Environmental Studies |  |  |
|  | Natural Resource Sciences |  |
|  | Agricultural Sciences |  |
| B.A. Earth Science: |  |  |
|  | Earth Science Education |  |
| B.A. Sustainability and the Environment |  |  |

Your year (e.g. Senior, Junior, etc.)

Total completed credits.

What is your GPA?

Anticipated Graduation Date

Table 2. Indicate the internship course, number of credits, and whether it is being repeated from a previous semester

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Name | Number of Credits | Repeat? (Y/N) If repeated, indicate previous semester and number of credits(you may only register for a maximum of 6 credits) |
| AGG 4941 | Internship in Agriculture  |  |  |
| EVR 4941 | Internship in Environmental Studies  |  |  |
| GLY 4947 | Internship in Geoscience  |  |  |
| MET 4947 | Internship in Meteorology  |  |  |
| ISC 4990 | Research Internship in Earth and Environment |  |  |

*Provide information about your internship sponsor.*

Name of sponsor: Position in Organization:

Name of Organization:

Address of Organization:

Phone number: Email:

Website:

Are you currently employed with the organization (yes/no)? If yes, is this a temporary position?

Semester (Fall, Spring, Summer) and year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date of Internship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date of Internship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Average hours per week you will be working: \_\_\_\_\_\_\_\_\_\_\_. For how many weeks? \_\_\_\_\_\_\_\_\_ (The product of the *average hours per week* and the *total number of weeks* of the internship must total *at least* 40 hours per credit awarded. For example, for a 12 hour/week, 10-week-long internship, the number of credits entered in Table 2 above should be 3 or fewer credits)

This internship is Paid: Unpaid:

*Learning Objectives (complete in consultation with your sponsor or faculty research advisor)*

1. Describe the work that will be performed in the internship.
2. What skills will you acquire as a result of this internship (List)?
3. Please list at least three (3) learning objectives:
4. How will you demonstrate that you have met your learning objectives? You must provide a detailed description of your deliverable. (Suggestions: report, design, presentation, maps, analyses, video, website)
5. List the progress reports and frequency that you and your internship sponsor will submit to the Internship Coordinator during the term of the internship (at least monthly)

This is to certify that the student named above has reviewed conditions of the internship with the named internship sponsor.

Internship Sponsor or Faculty Research Advisor Signature: Date:

(*Sponsor may submit approval by email. Indicate if approval transmitted by email*)

Student Signature: Date:

*Approval of Internship Coordinator (or Faculty Research Advisor)*

I approve this application for internship credit for (indicate course prefix and number):

Signature of Internship Coordinator: Date:

 City, State and Zip