



# GALEN UNIVERSITY

## Environmental Science

### Internship Guide and Process

#### Internship Description:

This internship for the Environmental Science Program provides our traditional Galen students with the unique opportunity to expand their knowledge and gain useful technical skills that will serve them in the workforce and the implementation of their degrees. There exists a myriad of environmental organizations and job positions that can be filled by students within the world of environmental management. This internship exposes students to a few of these possibilities by having them nestle themselves within an environmental organization of their selection to learn the internal operations of that organization, best practices, collaborative national and international efforts/initiative as well as further enhance their knowledge of environmental management through the Belizean lens.

#### Expected Outcomes

At the end of this internship, students should be overly versed with the legislation and best practices for environmental management as well as obtaining a deeper understanding of current environmental challenges and policy issues. Students should also deepen their appreciation of sustainability and ethical considerations in the environmental planning and decision-making process. Students should also build further skilling in report writing, problem-solving, project management, community engagement and professional networking. This internship will serve as a bridge between academic learning and the practical application of skills within the environmental sector, equipping students in marketable and transferrable skills.

#### Process Description

Internships with local or international organizations can develop critical problem-solving capabilities in real-world, hands-on situations. Galen University maintains a list, constantly updated, of local and international companies, NGOs and public agencies that are willing to sponsor internships. Students consult this list and arrange for internship interviews.

#### Internship Policies

- ❖ Internships may be paid or unpaid, for credit or non-credit, full-time or part-time in nature
- ❖ Internship must consist of at least **180 hours** over the course of the semester.
  - This internship is 4 credits
- ❖ Students seeking internship must have a **minimum cumulative grade point average (GPA) of at least 2.7**; students on disciplinary probation are not permitted to participate in an internship

- ❖ Students should begin the internship application process at least one semester prior to the semester in which they intend to participate
- ❖ Students applying for an internship must have completed most or all major courses as indicated by their particular major
- ❖ Internships are part of the curriculum and are evaluated for academic credit
- ❖ Placement should run concurrently with regular academic semesters
- ❖ If the internship is not completed within the semester timeframe, students must request an incomplete from his/her Faculty Supervisor
- ❖ Students are encouraged to attend a Resume Workshop or otherwise consult with an advisor about the documentation to ensure approval of an internship
- ❖ Students must locate a workplace for an internship or ask his/her Advisor for assistance
- ❖ The Faculty Supervisor will visit the site during the internship period as appropriate
- ❖ Additional policies and requirements may be specified on a course outline provided to the student by his/her Faculty Supervisor

## Internship Process

### 1) Approval and Course Registration

**Step 1.** The student meets with his/her Faculty Supervisor to discuss the goals of, and possible placements for, the internship.

- ❖ The student identifies a site for their internship and confirms the location with their faculty supervisor.
- ❖ The student contacts the site to inquire if they can host the student and if there is someone who will act as the site supervisor for the duration of their internship

**Step 2.** The student submits the following to the Faculty Supervisor:

- ❖ A completed **Internship Application Form** (*see Appendix 1*) with **ALL** required signatures.
- ❖ A current resume
- ❖ A typewritten proposal as described on the Application Form

**Step 3.** Once approval is granted, the student registers for the appropriate course (ESCI 430-J) and pays the standard tuition, as well as a \$200.00 Internship Fee

### 2) Internship Updates

During the internship, the student:

- ❖ Maintains an **Internship Activity Log** (*see Appendix 2*), describing the internship activities for each week
- ❖ Writes a 2-4 page **Journal Entry** each week reflecting on what was learned from observation and relevant activities. These entries should correlate prior classroom learning to the internship experience

### 3) On-Site Visits

The student's Faculty Supervisor visits the internship site two or three times during the internship period. These visits may be done at a scheduled time, or randomly at the Supervisor's discretion. A brief interview will be conducted with the student and his/her supervisor each visit.

### 4) The Wrap Up

- ❖ The student completes a **Self-Evaluation of Internship Form** (*see Appendix 3*) upon completion of the internship
- ❖ The On-site Internship Supervisor completes a **Supervisor Evaluation of Internship Form** (*see Appendix 4*), which will be forwarded to the student's Faculty Supervisor. Students are

encouraged to be involved in this review process and to consult with the supervisor as it is being completed.

❖ The student writes a **Final Report** to be submitted to the Faculty Supervisor. This may utilize the format of the Weekly Journal Entry, and may focus on the following questions, which are included as a guideline:

- Why is it important to create a positive environment in the workplace?
- What impressed you most about your time in the internship? Provide examples.
- Did the internship experience assist you in moving toward your overall career goals?
- What did you experience in this internship that you would like to use?
- What, if anything, would you want to change in the environment in which you participated?

The student compiles the following information into a **Final Portfolio** that is submitted to the Faculty Supervisor:

1. The Internship Activity Log for each week
2. The Journal Entry for each week
3. The Self-Evaluation of Internship Form
4. The Supervisor Evaluation of Internship Form
5. The Final Report
6. Any other documents specified in the course outline as required by the Faculty supervisor

#### **4) Grade Appeals**

Grade appeals for Internships follow the standard Grade Appeal Process as outlined in the policies of Galen University.



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## Appendix 1: Application for Internship

### Procedure for Correct Processing

- 1) All appropriate signatures must be obtained before approval is given.
- 2) This form must be completed and returned to the Office of The Registrar prior to the beginning of each semester in which the student is to be registered for an Internship.
- 3) All of the following information must be filled in before the class will be applied to the student's record.

### Please print clearly or type

Student's Name: \_\_\_\_\_ Student ID. \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Current Academic Year:  Second  Third  Fourth

Projected Graduation Date (month/year): \_\_\_\_\_ Current Overall G.P.A. \_\_\_\_\_

Proposed Internship Site: \_\_\_\_\_

Name and Phone Number of Site Supervisor: \_\_\_\_\_

Program arranging the Internship \_\_\_\_\_

Name and Phone Number of Faculty Supervisor: \_\_\_\_\_

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

Number of Credit Hours to be received: \_\_\_\_four (4)\_\_\_\_\_

Type of Internship:  Required  Elective

This application must be accompanied by a typewritten proposal which must include the following information:

1. Statement of learning Objectives (**As approved by the Faculty Supervisor**)
2. Procedure for the internship including: (**As provided by the Site Supervisor**)
  - a. Projected Timetable
  - b. Detailed list of activities to be explored on the site
3. Process to be followed, including:
  - a. Number of required site hours
  - b. Frequency and duration of meetings with faculty and site supervisors.

**All Signatures must be obtained before the Student is registered for the Internship**

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Academic Advisor: \_\_\_\_\_

Date: \_\_\_\_\_

Faculty Supervisor: \_\_\_\_\_  
(If different from the Academic Advisor)

Date: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Dean: \_\_\_\_\_

Date: \_\_\_\_\_

**For Official Use Only**

**Finance Office**

Processed By: \_\_\_\_\_

Invoice No: \_\_\_\_\_

Date: \_\_\_\_\_



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## Appendix 2: Internship Activity Log

**Student Name:** \_\_\_\_\_ **Dates:** \_\_\_\_\_

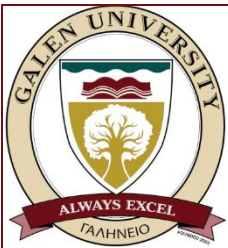
Days of The Week	Activities & Assignments	Time for Each Activity
<b>Monday</b>		
<b>Tuesday</b>		
<b>Wednesday</b>		
<b>Thursday</b>		
<b>Friday</b>		

\*you will need to make copies for each week

**Additional Comments:**

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## Appendix 3: Self-Evaluation of Internship

**This form is to be completed by the student and submitted with the Final Portfolio.**

<b>Name:</b>
<b>Major:</b>
<b>E-mail Address:</b>

### Section 1

What progress have you made toward meeting the learning objectives?

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How did this internship align with your career goals?

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What skills did you develop during this internship?

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Briefly describe any special projects or accomplishments you completed during the internship.

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Did your previous course work prepare you for the internship? If so, which were particularly helpful?

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Explain how your problem solving skills have improved as a result of your internship experience. What skills do you need to develop further?

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If you did your internship again, what would you do differently and why?

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**Section 2 (Please check all that apply)**

1) Evaluate the combination of job interest, dedication, and willingness to extend yourself to complete assigned tasks.

Very Good     Satisfactory     Improvement Needed

2) Evaluate the degree to which you can be relied upon to carry out and complete assigned tasks.

Very Good     Satisfactory     Improvement Needed

3) Evaluate your ability to make well-reasoned decisions that affect your work performance.

Very Good     Satisfactory     Improvement Needed

4) Evaluate your working relationship with fellow employees in the working environment.

Very Good     Satisfactory     Improvement Needed

5) Evaluate your attendance and punctuality.

Very Good     Satisfactory     Improvement Needed

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## Appendix 4: Supervisor Evaluation of Internship

We appreciate the opportunity you have made available to our student. Please complete and sign this evaluation form. Please give this form to the student/intern in a sealed envelope as it needs to be turned in with their final portfolio assignment.

Intern	
<b>Name:</b>	
<b>Program:</b>	

Company	
<b>Organization:</b>	
<b>Supervisor:</b>	
<b>Address:</b>	
<b>Telephone No:</b>	<b>Email:</b>

Internship	
<b>Start Date (DD/MM/YY):</b> _____	<b>End Date (DD/MM/YY):</b> _____

Please write a brief summary of the internship:

Select one evaluation level for each area by marking an X in the column that best represents the intern's performance using the following scale:

- 5 – Excellent
- 4 – Above Average/Great
- 3 – Average
- 2 – Fair
- 1 – Poor
- N – Not Applicable

Criteria	5	4	3	2	1	N
<b>Section 1: Performance</b>						
Demonstrates skills necessary for work						
Uses academic knowledge and skills						
Manages time effectively and meets deadlines						
Shows responsibility for work						
<b>Section 2: Comprehension and Communication</b>						
Demonstrates attention to accuracy and detail						
Exhibits willingness to ask for and receive guidance						
Possesses effective written and oral communication skills						
Demonstrates the ability to work as part of a team						
<b>Section 3: Attitude and Work Habits</b>						
Demonstrates adaptability and flexibility						
Exhibits punctuality and reliability						
Demonstrates initiative when putting theory into practice						
Reveals proper workplace etiquette and appropriate attire						
Demonstrates enthusiasm for the internship experience						

Were the goals of the internship met?

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What skills do you think the student developed?

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What were the intern's primary strengths?

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What recommendations would you suggest for his/her improvement?

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What is your overall assessment of the student's performance?

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If an opening became available in your organization, would you consider this student for a full-time position?

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Other comments

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**Thank you for your support!**

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Organization's Name:** \_\_\_\_\_

**Organization's Stamp:**