EMP 482 Internship Guidelines

Catalogue Description: EMP 482. Internship (2-3 units). Students implement the theory and practice of their major by working for a public agency, private firm, or non-profit organization. Advanced standing and instructor consent

General Information: The intent of the internship requirement is to give students an opportunity to apply their knowledge and skills in a work environment and to enhance their personal development and professional preparation. Students should work for a minimum of 90 hours to gain two units of course credit (135 hours for three units). A minimum of “busy work” or manual labor is allowed. Students should be able to apply their education and brainpower for the majority of the internship. Students should plan to complete their internship toward the end of their undergraduate career. Many students complete their internship during the summer between their junior and senior years. Internships can be paid; they do not have to be volunteer positions.

EMP Faculty Internship Advisors:
Yvonne Everett Planning
Steve Martin Recreation
Jennifer Tarlton Environmental Education and Interpretation

Student responsibilities:

1. Find an internship— instructors, peers and the career center may be able to help.
2. Submit a job description from the internship employer/supervisor. This should include the letterhead and contact information for the supervisor and explain in some detail what the internship will entail.
3. Make sure that the appropriate faculty advisor approves the Internship before you begin. Fill out the Academic Internship Learning Plan with the faculty advisor and sign it.
4. Fill out and sign the Student Internship Participation Guidelines form and return it to the faculty advisor.
5. If you are doing your internship with HSU (e.g. a Green Campus internship with Plant Operations), complete and sign the HSU Volunteer Identification form and submit to the Department Coordinator in the Department office (NR 200).
6. If your internship is a paid position, or if you are doing your internship with a government agency and the agency is signing you up as an official Agency Volunteer, you do not need to complete any more HSU paperwork before starting. However, if the internship is unpaid and is with an organization that is not signing you up as an official Volunteer, you need to have your Internship Supervisor complete and return the Learning Site Self-Assessment Form.

Over
7. Do the internship and keep a log of your hours (use Time Log form).

8. Ensure that an evaluation letter from the internship supervisor is sent to the faculty advisor at the end of the internship. The letter submitted on the supervisor’s letterhead should indicate that the student worked for a minimum of 90 hours to the satisfaction of the supervisor and specify what tasks the student completed.

9. The student should submit a report of 5-8 pages that includes:
   a. Agency/supervisor’s name
   b. A brief description of what the student accomplished during the internship (what did you do, and what did you learn?)
   c. A brief reflection on the value of HSU courses (by name) in the context of the internship and what additional skills students wish they had had.
   d. Appended copies of maps, reports etc. the student worked on during the internship (optional)

**Expectations for the Internship Provider**

1. Provide a controlled and supervised field experience providing opportunities for the intern to observe and participate in multiple aspects of the working environment
2. Fill out the Learning Site Self-Assessment Form and return it to the faculty advisor.
3. Provide Workers Compensation and liability insurance as would be provided for any other staff member or volunteer.