

Environmental and Urban Studies –The EUS Internship Overview, Criteria, and Forms

Internship Overview: All EUS students are required to complete an internship before graduation. Internships can be important stepping-stones to successful careers. To assure consistency, fairness, and valuable experiences, all students are expected to:

1. Have the internships approved by their academic adviser and the hosting organization
2. Have their work evaluated by their organizational supervisor
3. Formally reflect on and self-evaluate their work
4. Present findings and experiences to the Bard community

Criteria for Internship Approval: EUS is an interdisciplinary program, and EUS internships vary with student interests. There are common components of each EUS internship:

1. meaningful work (more substantive than filing and photo-copying)
2. educational value (at least 25% of time spent on learning new skills)
3. academic connections (practical applications of classroom lessons)
4. appropriate supervision (supervisors with professional credentials)
5. sufficient time (10-20 hours per week, minimum 100 hours)

Required EUS Internship Forms: Two forms are attached to this document to help complete an EUS internship. Completed forms should be submitted to EUS Executive Administrator, Dxiña Mannello in Hegeman 307.

1. Internship Approval Form. Students must fill out this form, and receive EUS approval, and organizational approval. Students, faculty, and organizational supervisors work together to meet the criteria listed above.
2. Internship Evaluation Form. Students must have their supervisors fill out this form and send it to their EUS advisors.

Presentation Overview: Students have the liberty to decide what they'd like to discuss, but the presentation should contain a general overview of what was done and why the experience was important in relation to EUS and the student's personal interests. Each presentation will last approximately 5 minutes and include no more than 3 slides.

Environmental and Urban Studies – Internship Approval Form

Personal Information

Name: _____ Email: _____ Focus Area: _____
Internship Semester: _____ Moderation Semester: _____ Graduation Semester: _____

Internship Information

Title of Internship: _____ Supervisor Email: _____
Hosting Organization: _____ Supervisor Phone: _____
Supervisor Name: _____ Website: _____
Hours/week expected: _____ Totals hours: _____ Start Date: _____ End Date: _____

Brief Description of work duties (at least 25% of time spent on learning new skills):

Academic Connections

Briefly describe the significance of the internship relates to your Focus Area and course of study in EUS (identify specific courses, projects, professors, & other academic work related to the internship):

How does this internship relate to your post-graduation plans and career interests?

Approval

Signature of Supervisor (host organization): _____

Print Name: _____

Signature of EUS Academic Adviser: _____

Environmental and Urban Studies – Internship Evaluation Form

Student Name: _____ Supervisor Name: _____

Ratings (on a scale of 1-5, 5 being the highest) and comments:

Initiative	1	2	3	4	5
Timeliness	1	2	3	4	5
Professionalism	1	2	3	4	5
Enthusiasm/energy	1	2	3	4	5
Engagement/learning	1	2	3	4	5
Fit with organizational culture	1	2	3	4	5
Likelihood to receive a recommendation	1	2	3	4	5

Please explain your scores (Use another page if necessary):

Please list skills learned (3-5 specifics for each of the following categories):

Administrative Skills:

Interactive Skills:

Technical Skills:

Please write a brief summary of the internship and its outcomes (3-7 sentences or bullet points) (E.g. Goals achieved? Objectives met? Lessons learned? Next steps?) (Use another page if necessary):